



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

Minutes of the meeting of Departmental Committee held on February 16, 2023 under the chairmanship of the Head of the Department

Present:

1. Prof. A.A.Buhroo	In the Chair
2. Prof. Syed Tanveer	Member
3. Dr. Tariq Ahmad	Member
4. Dr. Imtiaz Ahmed Khan	Member
5. Dr. Hidayatullah Tak	Member
6. Dr. Bilal Ahmad Bhat	Member
7. Dr. Yahya Bakhtiyar	Member
8. Dr. Altaf Hussain	Member

Following was resolved:

### Organization of National Seminar

The proposal regarding the organization of National Conference in collaboration with the Department of Zoology submitted by Head, Department of Environmental Sciences was thoroughly discussed and it was unanimously resolved in the Departmental Committee meeting that the Department of Zoology will organize the conference separately tentatively in the month of July 2023 and shall not be the part of the conference organized by the Department of Environmental Science.

Signatures of members:

1. Prof. Syed Tanveer
2. Dr. Tariq Ahmad
3. Dr. Imtiaz Ahmed Khan
4. Dr. Hidayatullah Tak
5. Dr. Bilal Ahmad Bhat
6. Dr. Yahya Bakhtiyar
7. Dr. Altaf Hussain Mir

Prof. A.A. Buhroo  
Chairman  
16/2/23



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

Minutes of the meeting of Departmental Committee held on February 27, 2023 under the chairmanship of the Head of the Department

Present:

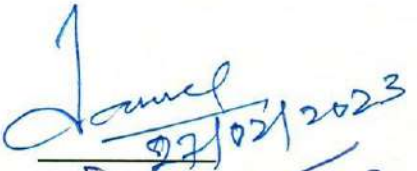
- |                          |              |
|--------------------------|--------------|
| 1. Prof. A.A.Buhroo      | In the Chair |
| 2. Prof. Syed Tanveer    | Member       |
| 3. Dr. Tariq Ahmad       | Member       |
| 4. Dr. Imtiaz Ahmed Khan | Member       |
| 5. Dr. Hidayatullah Tak  | Member       |
| 6. Dr. Bilal Ahmad Bhat  | Member       |
| 7. Dr. Yahya Bakhtiyar   | Member       |
| 8. Dr. Altaf Hussain     | Member       |

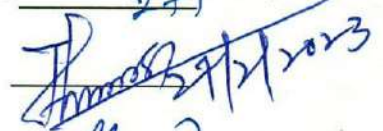
### Following was resolved:

1. The M.Sc. project reports submitted by 4<sup>th</sup> semester students of batch -2020 shall be evaluated by concerned teachers on the basis of field/ lab work, data presentation and scope for publication.
2. The teachers shall award marks to the project reports in the range of 60-70 out of 80 after thorough evaluation and may also conduct online/offline presentations of the students allotted to them.

### Signatures of members:

1. Prof. Syed Tanveer
2. Dr. Tariq Ahmad
3. Dr. Imtiaz Ahmed Khan
4. Dr. Hidayatullah Tak
5. Dr. Bilal Ahmad Bhat
6. Dr. Yahya Bakhtiyar
7. Dr. Altaf Hussain Mir

  
27/02/2023

  
27/02/2023











  
Prof. A.A. Buhroo  
Chairman  
27/2/23



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

No: F (Purchase – Furniture Items)/PGZ/KU/23

Date: 13/7/2023

**Subject: Purchase of Bench cum Tables (Furniture item) for the department.**

The BAAC has sanctioned/allocated a grant to the tune of **Rs. 8.00 lac** for the current financial year **2023-24** on account of purchase of furniture items under the budget head "**LOCAL FUND**" ("**Sub Head: Furniture & Furnishing**"). In this connection, the department of Zoology has initiated the process of purchase of **Bench cum Tables** to be installed in the smart class-room cum hall of the department in order to facilitate researchers/scholars/students while offering PhD/PG programme/courses in the department.

The Purchase Committee of the department while deliberating upon various options for urgent purchase of below mentioned item decided to procure the following furniture item as per the codal procedure through **GeM (Government e-market Place)** available on **Gem Portal** and unanimously recommended to HOD for formal approval for purchase with below mentioned specifications on **GeM Portal**.

S. No	Description of Item	Qty
01	<p><b><u>Bench cum Table</u></b></p> <p>Specification for Solid Wooden Bench cum table:</p> <p>1. <b><u>Materials:</u></b></p> <ul style="list-style-type: none"><li>- Bench Structure: High-quality seasoned kd solid wood to ensure durability and longevity.</li><li>- Finish: Non-toxic and eco-friendly wood dico finish to protect the wood and enhance its appearance</li></ul> <p>2. <b><u>Dimensions:</u></b> (Table)                      <b><u>Dimensions:</u></b> (Bench)</p> <ul style="list-style-type: none"><li>- Length: 4 feet                                      - Length: 4 feet</li><li>- Width: 15 inches                                      - Width: 15 inches</li><li>- Height: 2½ feet                                      - Height: 1½ feet</li></ul> <p>3. <b><u>Stability and Support:</u></b></p> <ul style="list-style-type: none"><li>- Sturdy construction to support the weight of students and study materials.</li><li>- Reinforced joints and corners to ensure stability and prevent wobbling.</li><li>- ALL Tables to be drilled to surface using quality gyser bolts</li></ul> <p>4. <b><u>Comfort:</u></b></p> <ul style="list-style-type: none"><li>- The seating area may have a slight incline or curve for added comfort.</li><li>- Smooth edges and surfaces to prevent splinters and provide a comfortable sitting experience.</li></ul> <p>5. <b><u>Finish and Appearance:</u></b></p> <ul style="list-style-type: none"><li>- A smooth, polished finish to enhance the natural beauty of the wood.</li><li>- high quality dilla work on front and side portion of study table and bench</li></ul> <p>6. <b><u>Durability:</u></b></p> <ul style="list-style-type: none"><li>- High-quality wood and finishes to resist wear and tear, ensuring a long lifespan.</li></ul>	28 Nos



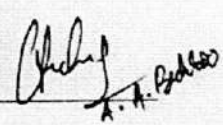
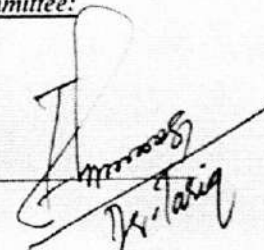
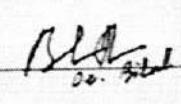
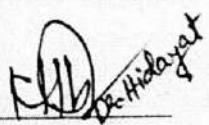
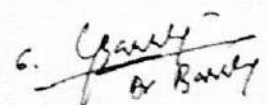
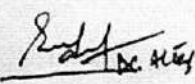
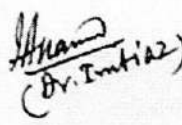
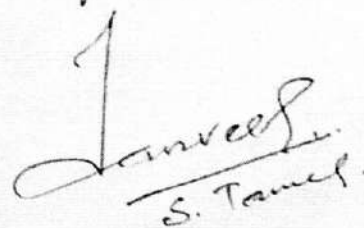
**U. G. DEPARTMENT OF ZOOLOGY**  
**School of Biological Sciences**  
**University of Kashmir, Srinagar - 190 006, Kashmir**  
 NAAC Accredited Grade 'A+'

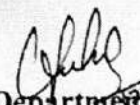
**Notes**

<ul style="list-style-type: none"> <li>- Resistant to termite infestations and decay.</li> </ul> <p>7. <b>Safety:</b></p> <ul style="list-style-type: none"> <li>- Rounded or beveled edges to minimize the risk of injuries.</li> <li>- Compliance with safety and quality standards as per local regulations.</li> </ul>	
--	--

*The expenditure on this account shall be by debit to budget head allocated for the current financial year 2023-24 to the tune of Rs.8.00 lac under the Sub Head "FURNITURE & FURNISHING) "LOCAL FUND".*

Departmental Purchase/Technical Committee:

1.  A.A. Bhat
2.  W. Tariq
3.  Dr. Hidayat
4.  Dr. Hidayat
5. \_\_\_\_\_
6.  Gauri or Baily
7.  Dr. Hidayat
8.  Anand (Dr. Imtiaz)
9.  S. Tameel

  
Head of the Department 7/23



**P. G. DEPARTMENT OF ZOOLOGY**  
**School of Biological Sciences**  
**University of Kashmir, Srinagar - 190 006, Kashmir**  
 NAAC Accredited Grade 'A+'

**Notes**

No: F (Purchase – Interactive Panel/Inverter)/PGZ/KU/23  
 Date: 15-07-2023

**Subject: Purchase of LCD Infrared Optical Interactive Panel along with Battery backup for the department.**

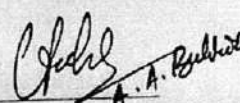
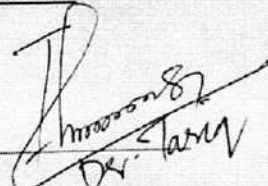
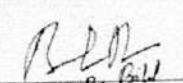
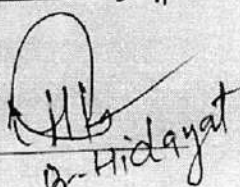

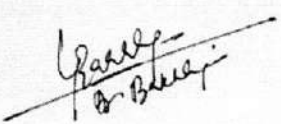
The BAAC has sanctioned a grant to the tune of Rs. 3.00 lac under the budget head **“LOCAL FUND”** (**“Sub Head: Purchase of IT Equipment”**) on account of purchase of IT equipment. In this connection, the department of Zoology has initiated the process of purchase of **LCD Infrared Optical Interactive Panels along with Battery Backup** to be installed in the smart class-room cum hall of the department in order to facilitate researchers/scholars/students while offering PhD/PG programme/courses in the department.

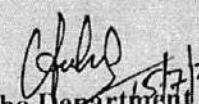
The Purchase Committee of the department while deliberating upon various options for urgent purchase of below mentioned item decided to procure the following equipments as per the codal procedure through **GeM (Government e-market Place)** available on **Gem Portal** and recommended to HOD for formal approval for purchase of **LCD Infrared Optical Interactive Panel along with Battery Backup on GeM Portal.**

S.No	Description of Item	Quantity
01	LCD Infrared Optical Interactive Panel along with its accessories Display Resolution 3840 x 2160 Display Area (W x H): 1650 x 927 MM	01 no
02	Battery Backup Inverter, 2 KVA with Stabilizer, 4KVA	01 each

**The expenditure on this account shall be by debit to budget head allocated for the current financial year 2023-24 to the tune of Rs.3.00 lac under the Sub Head “Purchase of IT Equipments) “LOCAL FUND”.**

**Departmental Purchase/Technical Committee:**

1.  A.A. Bakhsh
2.  Dr. Faraz
3.  B. M. B. B. B.
4.  An-Hidayat
5.  An-Imtiaz
-  An-Bilal

  
 Head of the Department 15/7/23



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

Minutes of the meeting of Departmental Committee (DC) being held on August 20.09.2022 under the chairmanship of the Head of the Department

### Present:

1. Prof. A.A.Buhroo	In Chair
2. Prof. Fayaz Ahmad	Member
3. Prof. Syed Tanveer	Member
4. Dr. Tariq Ahmad	Member
5. Dr. Imtiaz Ahmed Khan	Member
6. Dr. Hidayatullah Tak	Member
7. Dr. Bilal Ahmad Bhat	Member
8. Dr. Altaf Hussain Mir	Member

1. Considered the matter regarding repairing of fencing of Zoological Premises (Lawn)

Resolved that the repairing of fencing of the Zoological premises be done on priority basis to avoid trespassing. A committee comprising of Prof. A.A.Buhro, Dr. Tariq Ahmad and Dr. Hidayatullah Tak shall facilitate the process for the same. The expenses incurred shall be debited from local fund of the department.

2. Considered the matter regarding removal of Shuttering Material from the premises of the Department of Zoology.

Resolved that Chief Proctor may be requested to direct the contractor to remove the shuttering material from the premises of the department meant for the recreational purpose of the students.

3. Considered the matter regarding the students of the creation of lecture theatre

Resolved that due to paucity of space for accommodating the students of three semesters existing store room would be converted to new lecture theatre. The store be shifted to the room adjacent to the washroom. A committee comprising of Prof. A.A. Buhroo & Dr. Imtiaz Ahmed Khan shall facilitate the process for the same.

4. Considered the matter regarding Installation of Smart Panels / Boards in Lecture Theatres

Resolved that all P.G Lecture theatres be upgraded and installed with smart Panels / Boards.

### Signatures of members:

1. Prof. A.A. Buhroo
2. Prof. Fayaz Ahmad
3. Prof. Syed Tanveer.
4. Dr. Tariq Ahmad
5. Dr. Imtiaz Ahmed Khan
6. Dr. Hidayatullah Tak
7. Dr. Bilal Ahmad Bhat
8. Dr. Altaf Hussain Mir

Head of the Department  
20/9/22



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

Minutes of the meeting of Departmental Committee held on 17/08/2023 with regard to consider the recommendations of Advisory Committee for female students/scholars of the Department of Zoology and other departmental issues.

Members Present:

1. Prof. A.A.Buhroo (Chairman)
2. Prof. Fayaz Ahmad
3. Prof. Syed Tanveer
4. Dr. Tariq Ahmad Shosha
5. Dr. Hidayatullah Tak
6. Dr. Bilal A. Bhat
7. Dr. Yahya Bahktiyar
8. Dr. Altaf Hussain Mir

Item

No.1 Considered the matter regarding establishment of redressal cell for female students/scholars to deal with their issues/grievances.

Resolved that the redressal cell comprising the following be constituted to deal with the issues/grievances of the female students/scholars of the Department of Zoology:

1. Prof. Syed Tanveer (Chairperson)
2. Dr. Yahya Bahktiyar.
3. Two senior female scholars of the department.
4. Two female class representatives (CRs) of the department

Item

No.2 Considered the matter with regard to providing of space for separate common room for female scholars in the department with required facilities of internet, lockers, furnishing & furniture.

Resolved that the Department of Zoology does not require a separate common room for female's scholars because the department has already provided a separate common room to female scholars for this purpose with the required facilities.



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

### Item

No.6 Considered the matter with regard to ensure the punctuality of the scholars by way of marking their attendance on Biometric System.

Resolved that the Director, IT & SS be requested to depute one Biometric Technician to the Department of Zoology for taking finger prints of the scholars to enable them to mark their attendance on biometric system.

### Item

No.7 Considered the representation of the PG Students of batch 2021(4<sup>th</sup> semester) regarding their educational tour to Ladakh.

Resolved that the educational tour for the PG students of 4<sup>th</sup> semester, batch 2021 shall be conducted after 20<sup>th</sup> September, 2023 under the guidance of Dr. Bilal Ahmad Bhat who will be the Incharge Officer of the said educational tour

### Item

No.8 Considered the letter No.F (Contractual) DAA/KU/2023 dated 28/04/2023 issued by AR (Academic Affairs) regarding engagement of three contractual lecturers against six positions advertised vide notice -I dated 31/01/2023 issued by Joint Registrar (Academic Affairs).

Resolved that the Registrar as well as the Dean, Academic Affairs, University of Kashmir be requested that the engagement order on contractual basis be issued in favour of Dr. Ishfaq Nazir Wani in view of the recommendations made by the Selection Committee on 31/05/2023.

### Item

No.9 Considered the matter regarding dealing of research activities and purchase of equipments /furnishing /furniture /glassware by debit to the budget head allocated by BAAC under the budget head Revenue/Local Fund/Self finance for the financial year 2023-24.

Resolved that all the decisions related to research activities as well as purchase of equipments/furniture/furnishing/glassware & other important matters of the department shall be taken by the respective committees.

*Law*  
*Sky*  
*[Signature]*  
*[Signature]*  
*[Signature]*





# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

Minutes of the meeting of Departmental Committee held on 30/08/2023 regarding discussion of some important departmental Issues.

### Members present:

- |    |                        |            |
|----|------------------------|------------|
| 1. | Prof. A.A Buhroo       | (Chairman) |
| 2. | Prof. Fayaz Ahmad      | Member     |
| 3. | Prof. Syed Tanveer     | -do-       |
| 4. | Dr. Tariq Ahmad Shosha | -do-       |
| 5. | Dr. Hidayatullah Tak   | -do-       |
| 6. | Dr. Imtiaz Ahmad Khan  | -do-       |
| 7. | Dr. Bilal Ahmad Bhat   | -do-       |
| 8. | Dr. Yaha Baktiyar      | -do-       |
| 9. | Dr. Altaf Hussain Mir  | -do-       |

**Item No.1** Considered the matter regarding change of nomenclature of saving bank account entitled "President Zoological Society." Resolved that the nomenclature of the saving bank account entitled "President Zoological Society" be changed to "Zoological Study Fund" for smooth conduct of the student activities in the department.

**Item No.2.** Considered the matter regarding refreshment to be served to the students on practical examination days as well as adjustment of expenditure to be incurred for conduct of annual day meet and expenditure incurred/ to be incurred on refreshment to be served to the members during the conduct of meetings of the Board of Postgraduate Studies/Board of Undergraduate Studies in Zoology/Departmental Research Committee/Departmental Committee.

Resolved that the refreshment to be served to the students on the days of practical examinations as well as to meet the expenditure to be incurred for conduct of annual day meet incurred/ to be incurred on refreshment to be served to the members during the meetings of the Board of Postgraduate Studies/Board of Undergraduate in Zoology/Departmental Committee/Departmental Research Committee shall be provided by debit to Zoological Study Fund as well as Local Fund of the department as per the details given below:

- (A).
- 1). Total number of the practical Examinations conducted/to be conducted during the year=8
  - 2). Total number of students appearing in each practical examination=62
  - 3). Total Number of students appearing in each practical examinations= $62 \times 8 = 496$
  - 4). Total expenditure incurred/to be incurred on account of refreshment served/to be served to the total number of students @ Rs 50 per student= $496 \times 50 = \text{Rs } 24800$
- (B). 1) Total number of students at the Annual Day meet=1242) Total expenditure incurred/to be incurred on a/c of refreshment served/to be served to the students @Rs 300/=per student = $124 \times 300 = \text{Rs } 37,200$
- C). Total Expenditure incurred/to be incurred on account of refreshment served/to be served to the members during the meetings as mentioned in the above resolution. =Rs 18,000/=



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

### Item

**No.3** considered the matter with regard to make the newly established Molecular Biology Lab functional.

**Resolved** that the newly established Molecular Biology Lab be made functional. Dr. Hidayatullah Tak will be the incharge of this lab and Mr. Aijaz Ahmad Bhat (ATO) will look after the equipments and maintain the log book for proper utilization of the equipments in the lab.

### Item

**No.4** Considered the matter regarding maintenance of Departmental Museum.

**Resolved** that Mr. Mujahid Tahir will shift to museum for its maintenance as and when a Junior Assistant cum Typist will join the department. Further, administration be approached for transfer of Nahida Akram, Museum Keeper from CCAS to its original place (Department of Zoology) where from her monthly salary is released in view of maintaining the museum of the department.

The meeting terminated with a vote of thanks to the chair.

- 1.
- 2. X
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Head of the Department 30/8/23



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

Minutes of the DC meeting held on 14-09-2023  
in the office chamber of the HOD.


Present:

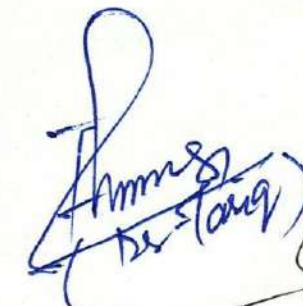
1. Prof. A. A. Bukhroo (In the Chair)
2. Prof. Fayaz Ahmad
3. Dr. Tariq Ahmad
4. Dr. Imtiaz A. Khan
5. Dr. Hidayatullah
6. Dr. Bilal Ahmad
7. Dr. Yahya Bakhtiyor
8. Dr. Altaf Hussain

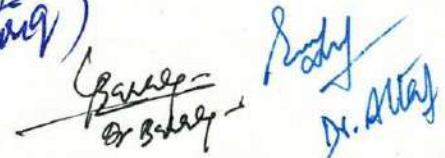
Regarding the utilization of already sanctioned  
budget under different heads, it has been  
resolved that the said budget will be utilized  
after obtaining requisition from faculty  
members and authorization from DC.

However, the HOD is authorized to purchase  
essential chemicals for the routine Lab.  
work.

  
Fayaz

  
Imtiaz  
(Dr. Imtiaz)  
14/09/23  
Dr. Hidayat

  
Tariq  
(Dr. Tariq)  
2. 14/9

  
Altaf  
Dr. Altaf

  
14/9/23  
H.O.D.



Dr. A.A. Buhroo  
Professor & Head

# Department of Zoology University of Kashmir

(NAAC ACCREDITED GRADE A+)  
Hazratbal, Srinagar-190006, Kashmir, J&K



## Notice

In pursuance of the resolution adopted by the Departmental Committee at its meeting held on 14-09-2023, all the faculty members are requested to submit their requisition/ requirements to the undersigned for purchase of items by 15<sup>th</sup> September, 2023 keeping in view the intend of the students, under the allocated budget for the financial year 2023-24.


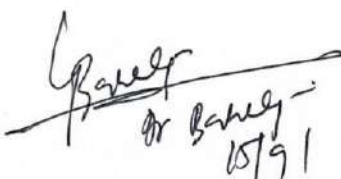
  
14/9/23  
Head of the Department. 

No: F (Submission –Requisition) ZOOL/KU/23  
Dated: 14-09-2023

Copy to:

1. All faculty members for necessary action.
2. File .

  
14/09/23  
  
15/9/23  
  
15/9/2023

  
14/9/23  
  
15/9/23

  
14/9/23





# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

Record Note of the Departmental Committee meeting held on 12-10-2023 in the office Chamber of Head of the Department.

### Present:

1. Prof. A.A Buhroo (In the Chair)
2. Prof. Syed Tanveer
3. Dr. Tariq Ahmad
4. Dr. Imtiaz Ahmad Khan
5. Dr. Hidayatullah Tak
6. Dr. Bilal Ahmad Bhat
7. Dr. Yaha Baktiyar
8. Dr. Altaf Hussain Mir

### Agenda:

#### 1. Eligibility for the posts of Assistaant Conservator of Forests (ACF):

**Resolution:** The Department received a representation forwarded by Assistant Registrar, Academic Affairs wherein the candidates with M.Sc Zooloy (Specialization Wildlife) & M.Sc Life Sciences are seeking eligibility for the posts of ACF. It was unanimously resolved that the candidates with such degrees be considered eligible for the said post keeping in view the relevance with the post.

#### 2. Procurement of Interactive Board:

**Resolution:** The committee resolved that the latest specifications be sought from the Department of Electronics before the codal procedure for the purchase is followed.

*The meeting ended with a vote of thanks to the chair.*

### Signatures of the DC Members:

1.

*A.A. Buhroo*

2.

*Tanveer*

3.

*Tariq Ahmad*

4.

*Imtiaz Ahmad Khan*

5.

*Hidayatullah Tak*

6.

*Bilal Ahmad Bhat*

7.

*Yaha Baktiyar*

8.

*A.A. Buhroo*  
Head of the Department 12/10/23



# Department of Zoology

## University of Kashmir

NAAC ACCREDITED GRADE A+ UNIVERSITY  
Hazratbal, Srinagar-190006, Kashmir, J&K



**Dr. A.A. Buhroo**  
Professor & Head

### NOTICE:

A meeting of the Departmental Committee will be held on 12/10/2023 at 02 .00 p.m in the office chamber of the undersigned to discuss the matter regarding equivalence of M.Sc Life Science/Zoology and other important departmental purchase etc.

All the faculty members are requested to please make it convenient to attend the said meeting.


  
**Head of the Department**  


No: F (Departmental-Meeting) ZOOL/KU/2023  
Dated: 12/10/2023

  
12/10/2023

  
12/10/2023

  
12/10/2023  
  
12/10/23.

  
12/10/2023



  
12/10/23





# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

Record Note of the Departmental Committee meeting held on 30-10-2023 in the office Chamber of the Head of the Department.

### Present:

1. Prof. A.A Buhroo (In the Chair)
2. Dr. Tariq Ahmad
3. Dr. Imtiaz Ahmad Khan
4. Dr. Hidayatullah Tak
5. Dr. Bilal Ahmad Bhat
6. Dr. Yaha Baktiyar
7. Dr. Altaf Hussain Mir

### Agenda:

#### 1. Procurement of student Microscopes:

Regarding procurement of **Monocular student compound Microscopes** (4x, 10x & 40x objectives with 5x or 6x eye piece) will be procured through GEM portal by following the codal procedure.

#### 2. Procurement of Sofa Chairs:

Sofa Chairs for two faculty rooms will be purchased through GEM portal.

#### 3. Procurement of Chemicals and Glassware:

Museum material, chemicals and glassware to be procured through GEM portal as per requirement.

#### 4. Purchase of Books:

Books to be purchased as per the requisition of faculty members after following codal procedure.

#### 5. Printing & Stationery:

Items to be purchased through GEM portal as per codal procedure. Dr. Yaha Baktiyar will prepare the list of items for the said Budget Head.

*The meeting ended with a vote of thanks to the chair.*

### Signatures of the DC Members:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

30/10/23  
Head of the Department

**Notes**

**Record Note of the Departmental Committee meeting held on 30-10-2023 in the office Chamber of the Head of the Department.**

**Present:**

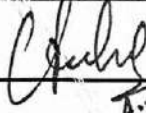

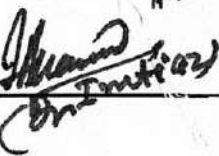

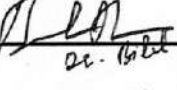
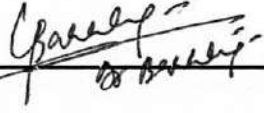
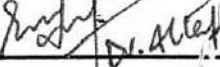
1. Prof. A.A Buhroo (In the Chair)
2. Dr. Tariq Ahmad
3. Dr. Imtiaz Ahmad Khan
4. Dr. Hidayatullah Tak
5. Dr. Bilal Ahmad Bhat
6. Dr. Yaha Baktiyar
7. Dr. Altaf Hussain Mir

**Agenda:**

1. **Procurement of student Microscopes:**  
Regarding procurement of **Monocular student compound Microscopes** (4x, 10x & 40x objectives with 5x or 6x eye piece) will be procured through GEM portal by following the codal procedure.
2. **Procurement of Sofa Chairs:**  
Sofa Chairs for two faculty rooms will be purchased through GEM portal.
3. **Procurement of Chemicals and Glassware:**  
Museum material, chemicals and glassware to be procured through GEM portal as per requirement.
4. **Purchase of Books:**  
Books to be purchased as per the requisition of faculty members after following codal procedure.
5. **Printing & Stationery:**  
Items to be purchased through GEM portal as per codal procedure. Dr. Yaha Baktiyar will prepare the list of items for the said Budget Head.

*The meeting ended with a vote of thanks to the chair.*

**Signatures of the DC Members:**

- |    |   |    |  |
|----|---|----|--|
| 1. |  | 2. |  |
| 3. |  | 4. |  |
| 5. |  | 6. |  |
| 7. |  |    |  |

  
30/10/23  
Head of the Department





# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

### Minutes of the Departmental Committee Meeting:

15-11-2023

A meeting of the Departmental Committee was held on 15-11-2023 in the office chamber of the Head of the Department Zoology to discuss and resolve some main issues regarding the department.

#### Present:

- |    |                       |            |
|----|-----------------------|------------|
| 1. | Prof. A.A Buhroo      | (Chairman) |
| 2. | Prof. Fayaz Ahmad     | Member     |
| 3. | Prof. Syed Tanveer    | -do-       |
| 4. | Dr. Tariq Ahmad       | -do-       |
| 5. | Dr. Imtiaz Ahmad Khan | -do-       |
| 6. | Dr. Hidayatullah Tak  | -do-       |
| 7. | Dr. Bilal Ahmad Bhat  | -do-       |
| 8. | Dr. Yaha Baktiyar     | -do-       |
| 9. | Dr. Altaf Hussain Mir | -do-       |

#### Agenda:

- 1. Completion of Syllabus:** The status of syllabus of 1<sup>st</sup> and 3<sup>rd</sup> semester was discussed taking feedback from all the faculty members.

**Resolution:** It was resolved that the syllabus of batch 2022 (3<sup>rd</sup> semester) & 2023 (1<sup>st</sup> Semester) will be completed as per the academic calendar to conduct examination in time.

- 2. Functioning of ACs in Lecture Theatres:** As per representation of the students the ACs of both the lecture theatres and some research labs are not functioning properly.

**Resolution:** It was resolved that ACs will be made functional even if it requires servicing or if there is voltage problem.

- 3. Fencing Near Animal House:** The fencing near the Animal House needs to be repaired to prevent trespassing.

**Resolution:** It was resolved that the fencing be repaired and erected on the analogy of the fencing of Botanical Garden as soon as possible.

- 4. Bulbs/Tubelights in Corridor & Class Rooms:** The students have given representation regarding the bulbs and tube lights which are not working and thus be replaced and rectified.

**Resolution:** It was resolved that the bulbs & tube lights be replaced/repared urgently wherever required for smooth functioning of the Department.

- 5. Inverter:** The inverter of the Department needs servicing.

**Resolution:** As winters are approaching the inverter be checked for problems if any so that the Department may not face any problem on during the power cuts.

*[Handwritten signatures and initials in blue ink]*



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

6. **Junk Wood:** The matter regarding disposal of junk wood was discussed.

**Resolution:** It was resolved that the junk wood be either auctioned or be utilized for the construction of Alimarahs for chemicals. For the time being labourers be hired to keep the junk wood properly at some place so that it will be in the good position during winters.

7. **Leakage of Water from Department of Botany:** The Department of Zoology is facing lots of problems due to leakage of water from department of Botany especially in labs and preparation room.

**Resolution:** It was resolved that a letter be written to Head, Department of Botany and Executive Engineer, Construction Division to take serious note of it.

The expenditure regarding <sup>for</sup> the same will be met out of the relevant Budget Head.

Signatures of the Members:

1. [Signature] 2. [Signature] 3. [Signature]  
 4. [Signature] 5. [Signature] 6. [Signature]  
 7. [Signature] 8. [Signature] 9. [Signature]

[Signature]  
 Head of the Department 15/11/23



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

Minutes of the meeting of the Board of Undergraduate Studies in Zoology held on 20-11-2023 in the office chamber of the Head, Department of Zoology.

### Present:

- |     |                         |                      |
|-----|-------------------------|----------------------|
| 1.  | Prof. A.A Buhroo        | (In chair)           |
| 2.  | Prof. Fayaz Ahamd       | (Member)             |
| 3.  | Prof. Syed Tanveer      | (Member)             |
| 4.  | Dr. Tariq Ahmad Shosha  | (Co-opt Member)      |
| 5.  | Dr. Imtiyaz Ahmad Khan  | (-do-)               |
| 6.  | Dr. Hidayatullah Tak    | Member               |
| 7.  | Dr. Bilal Ahmad Bhat    | (-do-)               |
| 8.  | Dr. Manzoor Ahamd Mir   | (-do-)               |
| 9.  | Dr. Yahya Bakhtiyar     | (Co-opt Member)      |
| 10. | Dr. Altaf Hussain       | (-do-)               |
| 11. | Prof. Mushtaq Ahmad     | (Co-opt Member)      |
| 12. | Dr. Zahida Mehraj       | (-do-)               |
| 13. | Dr. Bashir Ahmad Sheikh | (-do-) <i>BASHIR</i> |
| 14. | Dr. Khalida Hassan      | (Member)             |
| 15. | Dr. Yasreel Mustafa     | (-do-)               |
| 16. | Mr. Zahid Ahmad Wani    | (Co-opt. Member)     |

### Agenda:

Framing of Syllabus for 5<sup>th</sup> & 6<sup>th</sup> semester of four year Undergraduate (FYUG) programme in Zoology as per NEP-2020 scheme to be effective for the students of batch 2022 and onwards.

**Resolution:** The draft syllabus for 5th and 6th semester of four year Undergraduate (FYUG) programme in Zoology as per NEP-2020 scheme was discussed thoroughly. The changes suggested by the members were incorporated in the draft syllabus and thereafter, it was unanimously resolved that the draft syllabus be recommended to the Competent Authority for its implementation.

### Signatures of the Members:

- |     |                    |     |                    |     |                    |
|-----|--------------------|-----|--------------------|-----|--------------------|
| 1.  | <i>[Signature]</i> | 2.  | X                  | 3.  | <i>[Signature]</i> |
| 4.  | <i>[Signature]</i> | 5.  | <i>[Signature]</i> | 6.  | <i>[Signature]</i> |
| 7.  | <i>[Signature]</i> | 8.  | <i>[Signature]</i> | 9.  | X                  |
| 10. | <i>[Signature]</i> | 11. | <i>[Signature]</i> | 12. | <i>[Signature]</i> |
| 13. | <i>[Signature]</i> | 14. | <i>[Signature]</i> | 15. | <i>[Signature]</i> |
| 16. | <i>[Signature]</i> |     |                    |     |                    |

*[Signature]*  
Head of the Department



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

**Minutes of the Departmental Committee (DC) meeting held on 18-12-2023  
in the office chamber of HOD**

**Present:**

- |                           |            |
|---------------------------|------------|
| 1. Prof. A. A. Buhroo     | (Chairman) |
| 2. Prof. Syed Tanveer     | (Member)   |
| 3. Dr. Tariq Ahmad Shosha | ( -Do- )   |
| 4. Dr. Hidayatullah Tak   | ( -Do- )   |
| 5. Dr. Bilal Ahmad Bhat   | ( -Do- )   |
| 6. Dr. Yahiya Bakhtiyar   | ( -Do- )   |
| 7. Dr. Altaf Hussain Mir  | ( -Do- )   |

**Agenda:**

### **1. Purchase of Servo- 15 KVA, . UPS and Laptop**

**Resolution:** It was resolved to purchase a UPS, a Servo Stabilizer -15 KVA, and a Laptop (Windows 10) in order to completely equip the recently established Molecular Biology Laboratory. The Procurement of a Servo Stabilizer & UPS will be made by debit to the allocated "Payment Share" to the department while the procurement of Laptop, will be made by debit to the allocated budget Head - Machinery and Equipment: and subhead-purchase of instrument.

### **2. Installation of overhead projector with screen in the departmental Library**

**Resolution:** The DC unanimously decided that a projector and screen would be installed in the library and would be purchased after adhering to the codal procedure in order to conduct progress presentations and viva voce of Ph. D. scholars.

### **3. Procurement of Multifunctional Scanner**

**Resolution:** The DC resolved that a multifunctional scanner with a 25 page per minute scan capability would be purchased by debit to the designated budget head Machinery and Equipment and subhead-purchase of instrument in order to enable online billing.



# P. G. DEPARTMENT OF ZOOLOGY

School of Biological Sciences

University of Kashmir, Srinagar - 190 006, Kashmir

NAAC Accredited Grade 'A+'

## Notes

### 4. Purchase/Repair of Sanitary items

**Resolution:** Purchase of sanitary items and repair work of wash room attached with common room of females be taken up on priority basis by utilizing the allocated budget in accordance with the guidelines.


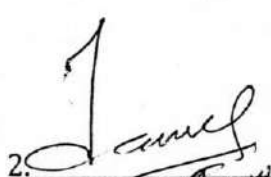

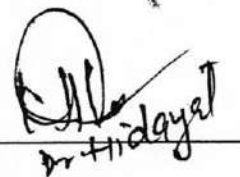
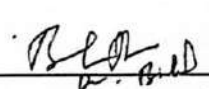
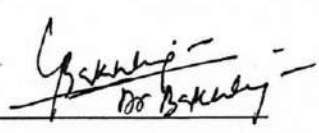
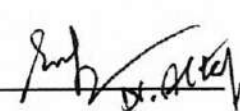
### 5. Up-gradation of Wildlife Research Laboratory


**Resolution:** The Wildlife Research Laboratory is outdated, with conventional wooden tables that are unsuitable for handling wet samples of wild animals. It hasn't been renovated in the last 20 years. It was decided that renovation and upgradation should be done first in order to improve the laboratory and make it worthwhile to operate.

### 6. Installation of AC in the newly established Lecture Hall

**Resolution:** The DC unanimously resolved that air conditioning would be placed in the recently constructed lecture hall in order to make it suitable for holding lectures and Ph. D viva voce of scholars

Signatures of Members:

1.   
A.A. Bulloo
2.   
S. Farooq  
18/12/2023
3.   
Dr. Tariq
4.   
Dr. Hidayat
5.   
Dr. A. B. B. B.
6.   
Dr. Baksh
7.   
Dr. A. A. A.

  
18/12/23  
Head of the Dept.