



**DEPARTMENT OF ECONOMICS**  
**VIDYASAGAR UNIVERSITY**  
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**Resolutions of the Departmental Committee Meeting**

Meeting of Departmental Committee of Economics held on 05.02.2024 at 2:00 PM.

Members present:

1. *[Signature]* 05/02/2024
2. *[Signature]* 05.02.2024
3. *[Signature]* 05.02.24
4. *[Signature]* 05.02.24
5. *[Signature]* 5/2/24
6. *[Signature]* 5.2.24
7. *[Signature]* 05/02/24.

HOD presided over the meeting. The following resolutions are taken unanimously:

1. The resolutions of the last DC meeting, 09.01.2024 are confirmed.
2. Regarding Agenda 1, the members opine that the existing purchase related guidelines (Ref. No. VU/FO/Noti./853/24 dated 02.01.2024) are to be followed before making the process of purchase. Besides, the members decide that any purchase which is done through the Departmental Purchase Committee should be under the custody of the Department and be recorded in the Departmental Stock Register with the copy of the cash memo.  
Regarding leave taking, the members unanimously decide that all the leave applications should be made through the LMS system. In case of any special leave, the faculty members will have to place the application to the HOD for forwarding before seeking required permission from the appropriate authority of the university.
3. Regarding Agenda 2, the members see and discuss the results of the Supplementary Coursework Exam of the PhD candidates for the session 2022-23 and requested the HOD to send it to the Controller of Examinations at the earliest.
4. There was no agenda in the miscellaneous head for discussion.