



VIDYASAGAR UNIVERSITY  
DEPARTMENT OF BOTANY AND FORESTRY  
MIDNAPORE-721102: WEST BENGAL

Notice

27.07.2018

A department committee meeting will be held on 31.07.2018 at 12.30 pm in the chamber of HOD to discuss on the following matters. Faculty members are cordially requested to be present in the said meeting.

Agenda:

1. Confirmation of the proceedings of the last meeting;
2. Class routine of M.Sc. 1<sup>st</sup> and 3<sup>rd</sup> semester students;
3. Matter related to Add-on course;
4. Implementation of log book for the teachers;
5. Preparation of Panel for special/extension lecture;
6. Matter related to presence of teachers in the department on opening/closing day of the week;
7. Matter related to waste/ toxic substance disposal from department;
8. Field tour/excursion;
9. Miscellaneous.

*Prakash Karmakar*  
Prakash Karmakar 27/7/18

Teacher-in-Charge  
Department of Botany and Forestry  
Vidyasagr University

*AD*  
30/7/18

*P*  
31/7

*AK*  
30/7/18

*Seen*  
*Prakash*  
27/7/18

*[Signature]*  
31.7.18

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A departmental Committee meeting was held on 31.07.2018, at 12.30 pm in the chamber of HOD.

Members present:

1. Dr. P. Karmakar (Teacher-in-charge) - *P. Karmakar 31/7/18*
2. Prof. A. K. Mondal - *A. K. Mondal 31/7/18*
3. Mr. R. K. Bhakat - *R. K. Bhakat 31/7/18*
4. Dr. A. K. Nandi - *A. K. Nandi 31/7/18*
5. Dr. D. Banerjee - *D. Banerjee 31.07.18*
6. Dr. N. Banerjee - *N. Banerjee 31.7.18*
7. Dr. G. Biswas - *G. Biswas 31/7*

Resolutions of the meeting held on 31.07.2018 in the chamber of HOD.

1. The proceedings of the last meeting held on 06.06.2018 were confirmed.
2. Class routine of M.Sc. I and M.Sc. III will be prepared/revised by TIC accordingly.
3. Regarding Add-on course, TIC informed the members that for successful implementation of the course "Apiculture and Mushroom cultivation" advertisement of the same has been launched by the university authority.
4. Regarding Log-book maintenance, DC resolved that the Log-book will be kept in the chamber of HOD and the relevant informations will be noted down by the respective teachers as per their convenience.
5. A panel of Resource persons was prepared for special/extension lecture and the same will be sent to Hon'ble Vice-Chancellor for his kind approval.
6. The DC unanimously decided that all the teachers will remain present in the department on Monday and sit together for departmental affairs.
7. Regarding waste and toxic disposal, the matter will be discussed later on.
8. Regarding field tour of the M.Sc. 1<sup>st</sup> and 3<sup>rd</sup> semester students, respective teachers having field tour in their syllabus will propose the study site.

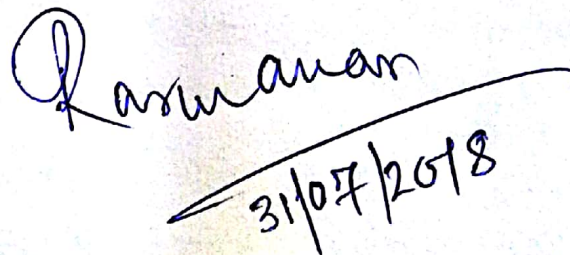


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9. Under miscellaneous item,

- i. Dr. Prakash Karmakar informed DC about his interest in a consultancy service of Rs. 10.10 lakhs on "Floral Inventorization and other related works in Susunia and Jhalda MPCAs in South Bengal". Prof. Asis Mazumdar, Regional Centre, NAEB, MoEF, GOI, Jadavpur University, Kolkata, is the Co-Ordinator of the project. The PIA of the project is Research Circle, Directorate of Forests, Govt. of West Bengal. DC noted the matter without having any objection.
- ii. Regarding the application of Dr. Nilanjana Banerjee for Child Care Leave (CCL) on and from 13.08.2018 – 31.08.2018 for the half-yearly examination of her son, DC noted the matter without having any objection.
- iii. Regarding the application of Prof. Amal Kumar Mondal for field trip under BOOST programme, the matter was discussed and all the faculty members showing their interest for the involvement in field trip and other related matters of the project. The date of the field visits will be finalized after discussion with the faculty members.

The meeting is ended with thanks to the chair.

  
31/07/2018