

## Departmental committee meeting

2 messages

HOD Botany <hod\_botany@mail.vidyasagar.ac.in>

Mon, Nov 8, 2021 at 12:32 PM

To: "Amal Kumar Mondal Faculty, Botany & Forestry" <akmondal@mail.vidyasagar.ac.in>, "Prakash Karmakar Faculty, Botany & Forestry" <prakash@mail.vidyasagar.ac.in>, RamKumar Bhakat <rkbhakat@rediffmail.com>, "Asis Kumar Nandi Faculty, Botany & Forestry" <aknind@mail.vidyasagar.ac.in>, nilanjana banerjee <nilanjana75@gmail.com>, "Gunjan Biswas Faculty, Botany & Forestry" <gbiswas@mail.vidyasagar.ac.in>

Dear Colleagues,

Departmental committee meeting will be held online on 10.11.2021 (Wednesday) at 3.30 pm to discuss the following agenda. You are requested to attend the meeting. Link for the meeting will be provided 15 minutes before the meeting.

Agenda:

1. Confirmation of proceedings of earlier meeting.
2. 1st Semester curriculum.
3. 1st and 3rd Semester classes in offline mode.
4. Seminar / Webinar organization.
5. Preparation before offline classes.
6. Repairing of instruments.
7. Space requirement for the department.
8. SAP programme.
9. Miscellaneous.

Regards

D. Banerjee

HoD

Department of Botany and Forestry

Departmental committee meeting on 10.11.2021 at 3.30 pm

HOD Botany <hod\_botany@mail.vidyasagar.ac.in>

Wed, Nov 10, 3:03 PM (2 days ago)

to Botany, Botany, RamKumar, Botany, nilanjana, Botany, Botany

Dear Colleagues,

Please find here with the joining link of the Departmental committee meeting to be held online today (10.11.2021) at 3.30 pm to discuss the following agenda. You are requested to attend the meeting.

Joining Link: [meet.google.com/ccm-mnuh-dtf](https://meet.google.com/ccm-mnuh-dtf)

Departmental Committee meeting held online on 10.11.2021 at 3.30 pm (Joining Link: [meet.google.com/ecc-mnuh-dtf](https://meet.google.com/ecc-mnuh-dtf))

Members Present:

Professor Debdulal Banerjee, Head

 (online)

Professor Amal Kumar Mondal

Professor Prakash Karmakar

 (online)

Dr. Asis Kumar Nandi

 (online)

Dr. Nilanjana Banerjee

Dr. Gunjan Biswas



### **Resolutions:**

**Agenda 1:** Confirmation of proceedings of earlier meeting.

**Resolution:** Proceedings of the meeting held on 29.06.2021 were confirmed.

**Agenda 2:** 1st Semester curriculum.

**Resolution:** Members of DC agreed to reduce course curriculum of 1<sup>st</sup> semester of the session 2021-22 considering less number of available classes. As per requirement faculty members will propose reduction in the part of syllabus covered by them. The proposed reduced syllabus to be sent to HoD within 14.11.2021.

**Agenda 3:** 1st and 3rd Semester classes in offline mode.

**Resolution:** As per notification from GoWB and University offline mode of classes will be started on and from 16.11.2021 after COVID situation. 1<sup>st</sup> Semester offline classes will be held on every Monday and Thursday and 3<sup>rd</sup> Semester Classes will be held on every Tuesday and Friday. Classes will be held from 12.00 noon to 3.00 pm. Each day two theory class of 45 min duration and one practical class of 90 min duration will be held. Students will be divided in two sections (A and B with about half students in each section). A faculty member will take successive offline classes in separate sections. Faculty member should ensure their presence in each class. Fixed seat may be allotted to each student. Faculty members should verify availability of materials well ahead their practical classes. HoD is requested to prepare an appropriate class routine.

**Agenda 4:** Seminar / Webinar organization.

**Resolution:** An international/ national Webinar to be organized soon. Proposal of the same to be sent to hon'ble Vice -Chancellor for approval. Details about the webinar will be prepared in next meeting.

**Agenda 5:** Preparation before offline classes.

**Resolution:** All faculty members were requested to verify requirements of their classes on 12.11.2021 in the department. Faculty members were requested for suggestions (if any) for smooth conduction of offline classes.



**Agenda 6:** Repairing of instruments.

**Resolution:** Regarding repairing of any essential instruments, HoD to be informed with in 12.11.2021 after verifying in the department, for smooth running of practical classes.

**Agenda 7:** Space requirement for the department.

**Resolution:** No new space is allotted to the department in last few years though number of students and research scholars increased more than 30%. Considering the COVID situation department needs one large class room and one laboratory for the department. One Faculty room (now two faculty members sharing a room) and a research scholars room (as no scholars room is available) is needed in the department.

**Agenda 8:** SAP programme.

**Resolution:** Due to COVID situation, progress in SAP programme needs acceleration. All faculty members help is needed to complete different objectives of 3<sup>rd</sup> and 4<sup>th</sup> Year. Effort of SAP scholar is appreciated in successful completion of the programme. Herbarium digitization programme to be performed in accelerated way. Coordinator, Prof. D. Banerjee is requested to involve scholars from different labs in digitization and herbarium preparation process. Bioreactor to be supplied soon will be installed in research laboratory, appropriate electrical arrangement to be made. Retendering of Fraction collector and Drone to be made with same specifications, as less number of quotations received for the items last time. A separate meeting to be organized by the Coordinator, SAP to discuss about the smooth completion of the objectives.

**Agenda 9:** Miscellaneous.

**Resolution:** a) Discussion on initiation of M.Sc. Course in Botany under CCAE was done. Considering the merit of the programme further discussion will be made in the department physically.

b) Result of Ph.D. course work was discussed, marks for Paper IV was finalized. Two candidates appeared and both the candidates successfully completed the course work. HoD is requested to send detail marks for different papers to the Controller of Examination and The Registrar for further process.

c) Prof. D. Banerjee wanted to purchase some instruments (Laminar air flow, autoclave etc.) from his personal research fund, DC noted the same. Prof. Banerjee may process the same.

Meeting ended with thanks to the chair.



Page 2 of 2

