



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

30.05.2018

Notice

A department committee meeting will be held on 06.06.2018 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. SAP (Phase II) in the department;
3. DST-FIST 2018;
4. MOOC courses to be offered by the department;
5. Matter related to Add-on course;
6. Implementation of log book for the teachers;
7. Collaborations with Interdepartmental faculty members;
8. Matter related to a letter from The Director, Continuing and Adult Education Centre, VU;
9. Preparation of Panel for special/extension lecture;
10. Matter related to presence of teachers in the department on opening/closing day of the week;
11. Matter related to waste/ toxic substance disposal from department;
12. Miscellaneous.

Prakash Karmakar
30/5/18

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Teacher-in-Charge

Department of Botany and Forestry

Vidyasagar University

Teacher-in-charge
Department of Botany & Forestry
Vidyasagar University
Midnapore-721102

RB
30/5

AB
30/5/18

S
30/5/18

Anu
30/5/18

Seen
30/5/18

A departmental committee meeting was held on 06.06.2018 at Surya Sen Sabhakaksha.

Members present:

Hon'ble Vice-Chancellor (Sir):

Prof. Subrata Kr. De (Dean, Faculty of Arts) - ~~AKD~~ 6/6

Dr. Praakash Karmakar (teacher-in-charge) - ~~Ramakar~~ 06/6/18

Prof. Anil Kr. Mondal - ~~AM~~ 6/6/18

Mr. Ram Kumar Bhakat - RB 6/6/18

Dr. Asis Kr. Nandi - ~~AKN~~ 6/6/18

Dr. Debdulal Banerjee - ~~DB~~ 6/6/18

Dr. Nilanjana Banerjee - ~~NB~~ 6/6/18

Dr. Gunjan Biswas - GB 6/6

Resolutions:

- The proceedings of the last meeting held on 08.05.2018 were confirmed.
- Matter regarding SAP (Phase II) of the department, the departmental committee decided that in addition to two UGC nominees, the following members of the department will act as members of the advisory committee.

Serial No.	Persons	Position
1	Prof. Ranjan Chakraborty, Hon'ble Vice-Chancellor	Chairperson
2	Dr. P. Karmakar, Head of the Department	Member
3	Dr. D. Banerjee, Sr. most Professor participating in research in each of the identified thrust areas	Member
4	Mr. R. K. Bhakat, One Senior Teacher involved in UG & PG teaching in areas other than identified thrust	Member
5	Prof. A. K. Mondal, Coordinator	Member Secretary
6	Dr. A. K. Nandi, Deputy Coordinator	Member
7	Dr. Nilanjana Banerjee	Invitee member

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3. Regarding DST-FIST 2018, the department will apply for the same in due time.
4. Regarding MOOC courses, the department would like to offer MOOC courses. For this, faculty members will sit together for the likely courses to be offered.
5. The department will offer Add-on-course on Apiculture & Mushroom Cultivation. The syllabus for this has already been prepared.
6. The department will maintain a log book for the teachers regarding their teaching assignments.
7. The departmental faculty members would like to collaborate with the faculty members of other department for research activities/project submission/extension activities.
8. Subject related to a letter from The Director, Continuing and Adult Education Centre, VU, the matter was discussed and will be implemented soon.
9. The department will prepare a list of experts for special/extension lectures.
10. All the faculty members of the department will sit together regarding their presence in the department either opening or closing day of the week.
11. After a detailed survey and discussion, the department will prepare a plan to dispose waste / toxic materials from the department.

The meeting is ended with thanks to the chair.

Ramadan
06/6/18