

**DC meeting of Department of Botany and Forestry held on 26.11.2019 in the chamber of HOD.**

**Members present:**

Dr. Debdulal Banerjee (Head)

Prof. Amal Kumar Mondal

Mr. Ram Kumar Bhakat

Dr. Asis Kumar Nandi

Dr. Prakas Karmakar

Dr. Nilanjana Banerjee

Dr. Gunjan Biswas

**Resolutions:**

1. Resolutions of the meeting held on **06.11.2019** in the chamber of HOD were confirmed.
2. Reports of **Student feedback** were discussed. As reported by each faculty members they will take care on the following points of feedback of students. Prof. A. K. Mondal will return evaluated scripts of internal examination in reasonable time; Mr. R. K. Bhakat will improve in regularity of classes; Dr. A. K. Nandi and Dr. G. Biswas will generate interest among students and encourage them in future reading; Dr. D. Banerjee, Dr. P. Karmakar and Dr. N. Banerjee will provide advanced references of books, articles recommended reading on the courses they taught.
3. Regarding **SAP programme**, DC members showed their concern on progress of the programme and requested Coordinator, SAP to convene Local Advisory Committee (LAC) meeting regularly, at least once in three months. A meeting of the LAC to be organized immediately by the Coordinator. As instruments purchased under SAP and BOOST are not easily accessible to the faculty members and scholar of the departments. DC decided to keep a copy of key and passwords (if any) for the instruments/ rooms with the Head of The Department for easy access of those instruments.

D.C. requested Coordinator, SAP; to organize training on all SAP instruments to interested scholars and faculty members by trained personal within December, 2019. Date for the same to be fixed after consultation with HOD.

Copy of all documents and communications regarding SAP and BOOST to be submitted to HOD by Coordinator, SAP and BOOST.

List of Books purchased under SAP to be provided and coordinator should ensure availability of those books to scholars and faculty members.

Fund available under SAP to be used in purchase of small essential instruments and repairing of instruments.

Fund available under BOOST to be used for purchase of computer for computer lab, and table etc. for practical lab.

- DC requested Prof. A. K. Mondal and Mr. R. K. Bhakat to initiate maintenance of herbarium specimens. D.C. noted willingness of Dr. P. Karmakar to submit about 300 herbarium sheets for departmental herbarium.
4. Regarding **beautification**, D.C. decided to keep front of the department to be clean. Faculty members using garden near department were requested to maintain a beauty on their plantations. Road sides near department will be planted with seasonal plants.
  5. **2<sup>nd</sup> and 4<sup>th</sup> semester courses** will covered by the mentioned faculty members:  
BOT 201: AKM, RKB; BOT 202: PK; BOT 203: NB, GB; BOT 204: all faculty members; BOT 295.1: AKM, RKB; BOT 295.2: PK; BOT 296.1: NB, GB; BOT 296.2: to be decided in DC.  
BOT 401: DB, NB, GB; BOT 402 and 403 (A to G): by all faculty members as per their offered special paper; BOT 294: DB; BOT 495 (A to G) and 496: by all faculty members as per their offered special paper; BOT 497: by all faculty members.  
Special papers to be offered for the session 2019-2020 with numbers of seats (in brackets) as follows:
    - i) Angiosperm Taxonomy & Molecular Systematics (7-8)
    - ii) Cytogenetics, Molecular Biology & Biotechnology (7-8)
    - iii) Ecology & Biodiversity (3-4)
    - iv) Microbiology: Basic & Applied (7-8)
    - v) Mycology & Plant Pathology (7-8)
    - vi) Palaeobotany, Palynology & Plant Reproductive Biology (7-8)
    - vii) Plant Physiology, Biochemistry & Molecular Biology (7-8)HOD is requested to initiate the process
- 6. Miscellaneous items:**
- i) Recommendations of student teacher committee were discussed and faculty members were requested to be present during practical classes and research scholars will help them only in need.
  - ii) As per recommendation of parent teacher committee regarding orientation of students for job. An orientation programme on future scope of different services for Botany students (for all 2<sup>nd</sup> and 4<sup>th</sup> Semester) will be organized in the department. Appropriate resource persons will be requested to deliver lecture.
  - iii) List of chemicals and glass goods etc. to be purchased were discussed and approved after minor modifications.
  - iv) Dr. D. Banerjee and Dr. P. Karmakar proposed to offer a one week certificate course on “Apiculture and Mushroom Cultivation” in next session under CCAE. Essential qualification for the same will be: Madhyamik. Course fee will be Rs. 2000.00 per student.
  - v) Dr. A. K. Nandi proposed to offer a three day course on “Nursery Practices” under CCAE for next session. Essential qualification for the same will be: Madhyamik. Course fee will be Rs. 1000.00 per student.

vi) DC noted the letter from D.O. regarding allocation of space in the department for SAP work.

The meeting ended with thanks to the chair.



**Dr. Debdul Banerjee**

*Dr. Debdul Banerjee*  
Associate Professor and Head  
Dept. of Botany & Forestry  
Vidyasagar University, Mid-721102