

DC meeting of Department of Botany and Forestry held on 17.12.2019 in the chamber of HOD.

Members present:

Dr. Debdulal Banerjee (Head)

Prof. Amal Kumar Mondal

Dr. Asis Kumar Nandi

Dr. Prakas Karmakar

Dr. Gunjan Biswas

Resolutions:

1. Resolutions of the meeting held on **26.11.2019** in the chamber of HOD were confirmed.
2. Allotment of special paper to the students was made as per their 1st choice.
3. HOD informed DC members about **academic audit** of the department done in presence of external experts. Improvement in running research projects, high impact factor research publication and organizing seminar is needed. Efforts to be made to increase number of employed students.
4. HOD placed a proposed **timetable** for even semester class (II and IV) for the session 2019-2020. The routine is accepted for the mentioned session.
5. **National seminar** on “Plants, Microbes and Environmental Research” to be organized by the department within 10th March, 2020. Fund allotted under SAP will be utilized for this purpose. Different funding agencies will be approached for financial support.

Committee for organizing the seminar is proposed as:

Patron in Chief: Professor Ranjan Chakraborti, Hon’ble Vice Chancellor

Patron: Professor Subrata Kumar De, Dean, Faculty of Science

President: Dr. Debdulal Banerjee, Head, Department of Botany and Forestry

Secretaries: Prof. Amal Kumar Mondal and Dr. Asis Kumar Nandi

Conveners: Mr. Ram Kumar Bhakat, Dr. Prakash Karmakar, Dr. Nilanjana Banerjee

Treasurer: Dr. Gunjan Biswas

Registration fees proposed as: Faculty: Rs. 1500; Research scholar: Rs. 500; Students: Rs. 300 (First 100 candidates).

6. Allotment of marks for **PhD course work Paper IV** was made. Examiners of other papers of PhD course work were requested to submit their marks soon.
7. **Miscellaneous items:**
 - i) Letter of Sabitri Jana Shannigrahi to donate her collections of seed and other materials to Honorable Vice Chancellor. DC decided collect the materials and will make a repository of in the department. Hon’ble Vice-chancellor will be requested for permission and space for the same.

- ii) Dr. J.T. Mathew, PCCF and Dr. Sarkar, DFO will be requested to deliver a lecture in January, 2020 to the Students of the department.
- iii) Department want to prepare a herbarium with acronym, for this appropriate process of its development to be initiated. SAP funding will be utilized for the purpose. Prof. A. K. Mondal, Mr. R. K. Bhakat and Dr. P. Karmakar is requested to look in to the matter. After proper development digitization process will start with digital herbarium components.
- iv) As discussed in SAP advisory committee meeting on 25.03.2019, process for utilization of fund heading “Building (Up-gradation/ augmentation extension of existing laboratory for housing and installation of new equipments) including air-conditioning” of Rs. 15 Lakh to be started soon. Plan for the same to be prepared by the engineering section and to be approved from the department for submission to UGC, New Delhi at earliest.

The meeting ended with thanks to the chair.



Dr. Debdulal Banerjee

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