



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

25.10.19

**NOTICE**

A Departmental Committee meeting will be held on 06.11.2019 at 1.00 pm in the chamber of HOD to discuss on the following agenda.

Faculty members are cordially requested to attend the said meeting.

Agenda:

1. Confirmation of the proceedings of the last meeting;
2. Matter with reference to letter from Development Officer, VU regarding space distribution required by Prof. A. K. Mondal for Digital Herbarium;
3. Fixation of date of Practical papers related to the ensuing 1<sup>st</sup> and 3<sup>rd</sup> semester practical examination 2019;
4. Discussion on report of the students' feedback regarding evaluation of teachers for the session 2018 – 19;
5. Preparation of departmental research proposal required for RUSA phase II;
6. Regarding NAAC information necessary for IQAC cell;
7. Matter regarding initiation of Add-on course for the next year;
8. Miscellaneous

*Rakuman*

25.10.19

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

*RB 25/10*

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*[Signature]*  
25/10/19

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25/10/19

A departmental committee meeting was held on 06.11.2019 at 1.00 pm in the chamber of HoD.

Members present:

1. Dr. P. Karmakar (TIC) - Rasmanan 06/11/19
2. Prof. A. K. Mondal - A 06/11/19
3. Mr. R. K. Bhanot - RB 06/11/19
4. Dr. A. K. Nandi - AKNandi 06/11/19
5. Dr. D. Banerjee - D 06/11/19
6. Dr. N. Banerjee - N 06/11/19
7. Dr. G. Biswas - G 06/11/19

1. Resolutions of the meeting held on 11.09.2019 in the chamber of HOD were confirmed. Regarding departmental alumni meet, the same was held on 22.10.2019. The summary of the meeting has been noted in the resolution copy prepared for the purpose.

2. With reference to the letter from Development officer (Ref. No. VU/DO/Space/29A/2019 dated: 21.10.2019), VU, regarding space requirement proposal of Prof. Amal Kumar Mondal for allocation of one room (size 30 x 60 ft.) for proposed Herbarium Digitalization, in this context space for digital herbarium and other SAP instruments, once offered by the university authority, a space on the second floor of Einstein building was further raised in the meeting and Prof A. K. Mondal (SAP coordinator) was requested to agree with the offer. Prof. Mondal agreed with the offer area but expressed his dismay over the matter in shifting his sitting room from the ground floor to the second floor. In this situation the departmental committee resolved that the room (50 ft. x 09 ft.) contiguous with the existing SAP room in the ground floor adjacent to Departmental Botanical Garden may be allotted for herbarium digitalization and other SAP related instruments. Further, it was also resolved that, the existing faculty room in-between the rooms of Dr. A. K. Nandi and Prof. A. K. Mondal will be emptied for providing the room with one of our faculty member, who is now sharing the room with another colleague.

However, Prof A. K. Mondal expressed that the room proposed during DC meeting is inadequate (50 ft. x 09 ft.) as per suggestions given by UGC-DRS-SAP advisory committee (30 x 60 ft.). He also opined that it is difficult to work in that small space. SAP II has sanctioned separately for this digital herbarium with all necessary instruments because one time grant has been sanctioned for the same and it is very prestigious for our university and department from entire West Bengal.

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3. Matter regarding fixation of date of 1<sup>st</sup> and 3<sup>rd</sup> sem. practical papers examinations 2019, the 3<sup>rd</sup> sem exams will be conducted between 1<sup>st</sup> and 2<sup>nd</sup> week of December, 2019 and 1<sup>st</sup> sem exams will be conducted between 3<sup>rd</sup> and 4<sup>th</sup> week of December, 2019.

Item number 04. to 08. will be discussed in the next DC meeting.

The meeting ended with thanks to the chair.

Roxman  
06/11/19