

Attendance of faculty members

Dated
16th April - 2019

- 1.
- 2.
3.
16/4/19

Subject : Discussion about skill enhancement course (SEC-A/B)
for both Honours and general courses in Botany

Discussion : SEC-A/B were selected, In case of SEC-A for Sem-III/Sem-IV were selected from same parameter which cover the general and honours area. Some area of SEC-B were selected for both Sem-III/Sem-IV Honours and general courses.

Conclusion : Above all discussion a general conclusion was performed. In case of SEC-A Biofertilizers were chosen for general and Honours course. In case of SEC-B Mushroom culture Technology was chosen for both General and Honours course.

SEC-A

BOTA - SEC-A 3-2 / BOTH- SEC-A-3/5-2
=> Biofertilizers

SEC-B

BOTA - SEC-B-4-4 / BOTH- SEC-B-4/6-4
=> Mushroom culture Technology

16/4/19

Attendance of departmental ~~faculty~~ members

- i) ~~Babu~~ 4-2-19
- ii) ~~Babu~~ 04-07-19
- iii) ~~Babu~~ 04-07-19

1st Sem.
Excursion (2) → August (last week 4 h)
→ 2nd week of November

3rd sem. Excursion

Any Excursion 3rd week of September -

Local Excursion = 1/2 garden -

Local → 4 h week of August

3rd year general Excursion.

Honi-Hoti - 1st week of Feb-2020

Syllabus Enrichment also discussed.

Departmental meeting about purchase

23rd July - 2019

A. permanent slide (CC-1)

Glycophyta, Volvox, Vannaria, Coleophora,

③ Premial / serial slides ^{CC-2} of Guinnia graminis (slide)
Slide permanent orule type, Anthrropom, Orthopropen, Amphi-
-propes, campylotropes

⇒ CC-3 (CE) permanent slide
cocon./ spiral, - Bacterial slide

signature of teacher

1.
23/07/19

2.
23/07/19

Departmental meeting

Local excursion for algal and fungal collection. Revision was taken after overall discussion. It has been concluded that excursion would be performed at Andul plateau area.

Date of excursion - 22nd Aug - 2019

~~Bari
06-08-19~~
~~Bari
06/08/19~~ ~~06/08/19~~
~~BBM
06/08/19~~

Departmental meeting.

- Date - 16/08/29

Departmental meeting was held on the basis of following agenda.

1. purchase of chemicals, reagents etc.
2. purchase of Work-out materials for practical

Teachers present-

1.

2.

3

signature

Rimli Paul. (Rimli)

Mrijanka Mandal (Mrijanka)

Dipen Sonarba (Dipen)
16.8.19

After the observation of chemicals and reagents, class-work materials, essential and urgent chemicals, reagents, etc. are short listed below-

1. Acetic acid.
2. zinc powder
3. carmine powder
4. Gravenhorst reagents.
5. peptone powder.
6. alcohol.
7. xylene.
8. Canadabalsam
9. Saliranine.
10. Lactophenol.
11. Cotton Blue.
12. work-out materials (algae, fungi etc.)

Departmental meeting

Agenda :- Long excursion as per C.V curriculum.

Teachers present-

1. Mrigankha Mandal

2. Rimli Paul

3. Dipu Samanta

Signature

 16/08/19

 16/08/19

 16.8.19

As per C.V syllabus long excursion is mandatory.

It has been decided that long excursion would be held on 11th January to 16th January - 2020 at Darjeeling hilly area and Lava area.-

Notice

Here it is notified to all concerned that an interface departmental meeting would be held on 4.12.21 at 1 P.M. about the Result of 3rd SEM and 5th SEM. All faculty members are requested to present during the meeting.


3/12/21

Departmental meeting

Date 4.12.21

Agenda

Departmental meeting has been performed to study the student progress ~~about~~ — high semester results. It has been found that — all candidates successfully clear the semester exam.

Departmental Meeting about students Result (4th SEM)

Date - 4-12-21

~~CC-8~~ SEM-~~V~~(H)

1. Mriganta Mondal (88) HONS
2. Dipu Samanta (4.12.21) (88)
3. Rimli Paul. (82) (84) (84) 04/12/21

Roll No Name CC-8 CC-9 - CL-10-SEL - SGPA Signature

193413-11-0002	Olivia Manna	93	94	95	93	9.295	Omama
193413-11-0001	Sapikalyanov	78	78	77	70	7.782	S.kalyanov
193413-11-0004	Benita Palit	78	79	80	74	7.929	B.Palit.
193413-11-0003	Sanyukta Manna	84	86	85	85	8.460	S.Manna.
193413-11-0007	Proitha Maity	91	91	92	91	9.096	P.Maity
193413110005	Swathi Banerjee	76	77	75	72	7.661	S.Banerjee
193413110006	Supriti Mahapatra	82	82	82	83	8.232	S.M
193413110009	Mousumi Das	82	84	75	70	8.017	Mousumi Das
193413-11-0008	Bhiti Roy	79	82	73	83	7.821	Bhiti Roy
193413-21-0003	Soumyadeep Banerjee	89	89	87	86	8.770	S.Banerjee

2nd Sem (H)

Roll No.	Name	CC-3	CC-4	GTE	ENVS	SGPA	Signature
203413110009	Chandrima Saha	89	87	87	90	8.788	Chandrima Saha
203413110004	Chalontika Khatua	88	85	87	88	8.649	Chalontika Khatua
203413110003	Nayantika Khatua	88	85	87	88	8.665	Nayantika Khatua
203413110008	Pravanya Pareei	89	86	87	89	8.734	Pravanya Pareei
203413110002	Sneha Mondal	85	87	84	89	8.545	Sneha Mondal
203413110006	Rima Sadhukhan	87	81	85	86	8.436	Rima Sadhukhan
203413110010	Sabin SK	81	82	83	88	8.245	Sabin SK
203413210001	SOUMYATA ACHARYEE	88	81	84	90	8.470	Somyata Acharyee

After the observation of results both 3rd and 5th SEM(H)
it was found that overall results were satisfactory.


04/12/21

Departmental meeting about - college internal evaluation - 2021
Date 3.12.21

Agenda -

- i) To discuss about - student's result based on college internal evaluation.
- ii) To Examine the slow and advance learners on the basis of results.
- iii) Initiative would be taken on the basis of results.
- iv) To motivate the slow learner category for better improvement in the next exam.
- v) By taking special classes of both theory and practical.

~~3/12/21~~

Rishabh
03/12/21

Danav
3.12.21

Departmental Meeting about Chemical Purchase for Semester IV and VI (Hons.)

Members Present,

Dr. Mriganka Mondal

Dr. Dipu Samanta

Prof. Rimli Paul.

Head
Department of Botany
Dr. Kanailal Bhattacharyya College
Ramralatala, Howrah-711104

11/2/22

11/2/22

Agenda : Purchase of Chemicals for
IVth and VIth Semester
for urgent basis to fulfil
the C.U. curriculum within
stipulated time.

Resolution : It is resolved that following
Chemicals will be purchased, which
are enlisted below —

1. Acetic acid
2. Ethyl alcohol
3. Dragendorff reagent
4. Mayer's Reagent
5. Acetone
6. Standard DNA solution.
7. Ether.
8. DNA powder.
9. RNA powder
10. Hagedorn Reagent.
11. Potassium dichromate
12. Sodium dihydrogen phosphate
13. Sodium bicarbonate
14. Acine powder
15. Carmine powder
16. Lactophenol
17. Formaldehyde
18. DPX mounting reagent
19. Potassium hydroxide

Minutes of Mentor - Mentee Meeting

Group of the Mentee : - vth SEM (HONS)

Date - 25/02/22

Time - 1 hr.

1. All classes are going well.
2. Mousami Das (Roll No - 66) has some basic understanding problems.
3. Some students are facing problem in practical classes (R.No. 19). They will give much more practice hours and also consult respective teachers to resolve this problems.
4. Some students wanted to do practical in offline mode. They have faced some problem during online mode in the field of molecular biology and Biochemistry. we took some offline practical classes during covid. situation.
5. Some students asked for notes and some better books. For theoretical class portion, we recommended some reference books, Notes were also recommended for them.

~~RRM
25/02/22~~

~~Kiran
25/02/22~~

~~Sambhu
25.2.22~~

<u>Name</u>	<u>Signature</u>	<u>Roll No.</u>
1. Olivia Manna	Olivia Manna	17
2. Sasi kala yadar	Sasi kala yadar	15
3. Benita Palit.	Benita palit.	39
4. Pritha Maity	Pritha Maity	67
5. Mousumi Das	Mousumi Das	66
6. Supriti Mahapatra	Supriti Mahapatra	62
7. Sanyukta Manna	Sanyukta Manna.	19

Departmental meeting

Date: - 15/03/22

Time - 2 P.m.

- Faculty members present
1. Dr. Manganika Mandal (Scribble) 15/3/22
 2. Dr. Dipu Samanta 15.3.22
 3. Rimli Paul. (Scribble) 15/03/22

Agenda :- 1 purchase of Books for departmental library.

1. It is resolved that department needs some reference books as per students requirement.
2. It is resolved that departmental library needs some important books in the field of Microbiology, Molecular Biology, Cell Biology, Genetics, Biotechnology, Ecology, Practical Botany, Biochemistry and plant physiology.
3. It is resolved that books are to be purchased should be kept in departmental library only.
4. It is resolved that students are not allowed to bring any book from department personally.
5. It is resolved that following books are to be purchased (Enlisted below)

Departmental meeting for field work -

Date: 22.3.22

Semester: - 6th semester General

4th semester Honours

2nd semester Honours

2nd semester General

It is resolved that the following date and time
would be considered for field work as per syllabus
prescribed by University of Calcutta.

<u>Semester</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>	<u>Accompanying Teacher</u>
6th sem general	8.4.22	10:00 A.M.	AHSI	MM, DS
4th sem Honours	12 8.4.22	10:30 A.M.	Andul area	MM, DS
2nd Sem Honours	19.4.22 27.3.22	10:00 A.M.	AJ C BOSE INDIAN BOTANIC GARDEN	MM, DS
2nd sem general	24.3.22	10:30 A.M.	Sankar Math area	MM, RP

Family members signature

22.3.22

22/03/22

22.3.22

Departmental meeting for chemical purchase
Date: 10/06/22

Agenda

purchase of chemicals and reagents for 4th SEM and
VIth SEM

Members present-

1. Mayanka Mandel (A.M.
10/6/22)
2. Rimli Paul. (R.P.
10/6/22)
3. Dipu Samanta (D.S.
10.6.22)

Minutes and Resolution

In this meeting all the chemicals and reagents which
are important were not submitted. If has been
decided that urgent basis some chemicals and reagents
would be purchased for fulfilling students demand.

Departmental meeting

Date - 22/7/22

Agenda

Routine and syllabus distribution

Members present-

1. Mriganka Mandal (~~22/7/22~~)
2. Rimle Paul. (~~22/07/22~~)
3. Dipu Samanta 22.7.22

Motion and resolution

- ① In current academic session [2022-2023] necessary actions were taken to prepare routine for 1st, 3rd, and 5th semester.
- ② Syllabus were distributed among all faculty members.
- ③ Department will also request ~~to~~ principal to recruit visiting faculty for this session.

Ref - I C T) EXCVR/2022 Departmental meeting

Date - 15/7/22

Agenda

- I) Demand of more ICT enabled classrooms.
- II) Field visit and excursion.

Members present

Departmental Meeting

Date - 11/11/22

Agenda

Botanical field excursion both local and long

Members present-

1. Mraganta Mandel (✓) 11/11/22

2. Dipu Samanta 11-11-22

3. Rimli Paul. (✓) 11/11/22

4.

Minutes and resolution

- ① ~~-one~~ local excursion for collection of plants of semester -VI (HONS) students will be arranged on 17.11.22 at Abada Rly. station area.
- ② Another local excursion for collection of bungi will be arranged on 19.11.22 for 1st Semester (HONS) students at Nalpur station area.
- ③ Another local excursion for collection of algae & will be arranged on 02.12.22 for Semester 1st SEM (HON+HEN) students Abada local area.
- ④ one long excursion for collecting data for vii SEM (HONS) students at pakhivalaya & Sajinabchali Mangrove forest area will be arranged on 8th to 10th December - 2022.

Departmental meeting

Date : 23/12/22

Agenda :

College Internal Evaluation for the students
of Semester - I (Hon. + Gen).

Members Present:

1. Mitankumar Mandal (P.M.) 23/12/22
2. Dipu Samanta 23.12.22
3. Rimla Paul. (R.P.) 23/12/22
- 4.

Minutes and Resolution: (CIE)

College Internal Evaluation for the students
of 1st Semester both honours and general for
the session 2022-2023 ~~will~~ conducted on 09/01/23
and 11/01/23 respectively.

Departmental meeting

Date 24.02.23

Agenda %

Requirements of chemical racks, Harbarium rack
and table top glass plate.

Members present %

1. ~~S. M.~~ 24.02.23

2. Souley 24.2.23

3. Rimli Paul. (Signed 24/02/23)

Minutes and resolution

Department will ask to principal for at least one
new chemical racks and Harbarium cabinet for
NASC visit purpose.

Agenda

- (1) preparation of Routine and syllabus distribution
of even semester (II, IV, VI)
- (2) Local excursion

Members present

1. ~~Abhishek~~ 17.3.23

2. ~~Sandeep~~ 17.3.23

3. Rimli Paul (Chair 17/03/23)

Minutes and resolution

It has been decided that classes would be taken as per routine for present even semester (II, IV, VI). Respective teachers will take responsibility for the completion of both theory and practical classes.

It has also been concluded that local excursion of sem-II (II) would be at Abada station area
arranged as per C.V syllabus.

Departmental Meeting Date - 03.04.23

Agenda

Purchase of specimen (class work materials), some reagents and others.

Members present-

1. ~~S. S.~~ 31/03/23

2. ~~Daniel~~ 3. u. 23

3. Rimli Paul. (Frid 03/04/23)

Minutes and resolutions:-

- ① Some specimens for performing SEM-II, IV (HON's) practical classes are required, and had planned to purchase from the suppliers []
 - ② Chemicals and reagents for the above mentioned Semester have to purchase from the said company
- Department will request the authority to take necessary action for the fulfilment of requirements

Departmental meeting

Date: 10.04.23

Agenda

Repairing and replacement of some light, Fan.

Members present:

1. ~~Abir~~ 10/4/23
2. ~~Santosh~~ 10.4.23 (Dipen Samtta)
3. Rimli Paul (Rimli 10/04/23)
Minutes and resolution

Department is requesting to authority for e. repairing
of some fan, and replacement of light. on urgent
basis.

Departmental meeting Ref. 306/meet/Chm
-23

Date - 20/04/23

Agenda

- i) Purchase of chemicals and glass goods
- ii) Microscope and instrument servicing

Members present-

1. ~~Abhishek~~ 20/04/23 (Chairman)

2. Dipen Samanta (Chairman)
20.4.23

3. Rimli Paul. (Ktch)
20/04/23

Minutes and resolution

- ① Chemicals and glass goods for SEM- IV, II & VI were enlisted and decided for purchase.
- ② Dept. will request to college for purchasing the mentioned and enlisted

Departmental Meeting

Ref - CIE/BOT/23
Date - 28/4/23

Agenda

Evaluation test question preparation, for the session (2022-23)
for SEM- II / IV / VI.

~~Set has~~

Members present-

1. ~~Dipu Samanta~~ Dipu Samanta
~~29/4/23~~

2. ~~Sandeep~~ Sandeep
~~28.4.23~~

3. Rimli Paul. (has 28/04/23)

Minutes and resolution

It has been decided that all the existing faculty members would prepare question from the syllabus (distributed previously). Question pattern would be objective type. Their attendance and marks would be discussed with their parents.

Departmental meeting

Ref - NRB 4/30/23

Date - 2/5/23

Agenda

parent teacher meeting for SEM - VI

Members present

1. ~~Smt~~ 02/05/23

2. Dipu Samanta 2. 5. 23

3. Rimli Paul. (~~Red~~ 02/05/23)

Minutes and resolutions

It has been decided that a parent teacher interface meeting would be held in coming session. Date would be announced soon. Their attendance and result would be discussed on that time.

Departmental meeting

Ref:- KLRSC/RSOT/PDA
Date - 4/5/23

Agenda

Purchase of books for departmental library.

Members - present-

1. Mrigankha Mandal (Sister)
2. Dinesh Samanta (4.5.23)
3. Rimli Paul. (Rimli)

Minutes and resolution

It has been decided that dept. would ask to college authority about departmental book purchase as per requirements.