



Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 5th April, 2021; 06.00 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas: -


- Online class arrangement due to second lockdown.
- Schedule of classes.
- Syllabus discussion

Minutes of the Meeting: -

As second lockdown period has started, all educational institutes have again started online classes. Keeping in mind the need of education of students in this hour classes cannot be stopped, so taking classes in the online mode is the priority now. Class routine has to be prepared to continue in online mode. Schedules in regarding to this also should be prepared. Discussion of syllabus among the faculties has been done to concentrate mainly on remaining syllabus.

 5/4/21

S.Kar
5/4/21

 05/04/21

Action Taken Report

- Routine for online classes has been prepared.
- Remaining syllabus has been sorted out.

 5/4/21

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: 12th April, 2021; 06.00 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas: -

- Division of theory syllabus
- Distribution of practical topics
- Discussion on management of classes

Minutes of the Meeting: -

As per the syllabus, distribution of study topics among the faculty members has to be done. Practical syllabus is also required to be distributed among the teachers. It should be ensured that no topic from both theory and practical is missed out. A list of books has been prepared those which can be referred to the students which can cover maximum of the topics and can be easy to comprehend.

Dr
12/4/21

Skan
12/4/21

Debn
12/04/21

Action Taken Report

- Syllabus has been distributed among the faculties.
- Practical syllabus has been distributed.
- List of books required for reference has been prepared.

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12/4/21
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Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 3rd May, 2021; 06.15 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas: -

- Power point presentation by students
- Topic distribution for power point presentation

Minutes of the Meeting: -

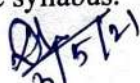
Students must be kept engaged in this pandemic situation. So, topics for preparing power point presentation are planned to be shared with the students. Also, they will be given idea of how they can present their presentation in online platform. The topic must be distributed among the students as per the syllabus.

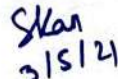
Action Taken Report

- Topics for power point presentation has been shared with the students.


3/5/21

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HOLY CROSS COLLEGE, AGARTALA


3/5/21


3/5/21


03/05/21



Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 4th May, 2021; 12.30 PM

Members present in the Meeting: -

1. Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
2. Dr. Debasree Lodh, Assistant Professor, HCC
3. Dr. Somnath Kar, Assistant Professor, HCC

Agendas: -

- Assessment of learning levels of students
- Preparation of topic and questions for the assessment.

Minutes of the Meeting: -

An assessment for evaluating the learning levels of students is necessary to be conducted. So, all the faculties decided to take a general test among all the students. Topics for the test and questions has been prepared accordingly. It has been decided by the faculties that after the assessment the students with outstanding results will be considered as advanced learner and those with satisfactory results will be considered as slow learners.

Action Taken Report

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4/5/21

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4/5/21

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04/05/21

For Students those who were identified to be as advance learners were exposed with

1. Peer group interaction with the juniors
2. Brainstorming session
3. Sharing of reference study materials
4. Power point presentation

For Students those who were identified to be as slow learners were exposed with

1. Remedial classes
2. One to one interaction
3. Peer group interaction by the seniors
4. Sharing of simple versions study materials

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12/5/21



Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 20th May, 2021; 06.15 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas: -

- Online Class test
- Syllabus for online class test
- Miscellaneous

Minutes of the Meeting: -

Checking the status of students regarding most of the topics is necessary. That can also give the faculties an idea of how effective the online mode is. As, students cannot sit for offline test and examination, online class test are planned to be taken. Schedules for class test has been prepared as well as topics and questions for the tests were discussed to be prepared accordingly.

DCS 20/5/21 *SK* 20/5/21 *DL* 20/5/21

Action Taken Report

- Topic which are completed were listed out.
- Related to the topic's notes were shared with student.
- Dates were finalised for class test and the test are decided to be taken as per online class routine.
- Questions for class test were prepared.

DCS
21/5/21
HEAD
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HOLY CROSS COLLEGE

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Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 4th June, 2021; 07.00 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas :-

- Distribution of Project works
- Topic distribution among the students

Minutes of the Meeting :-

Students of 6th semester must submit project reports as per their syllabus. Regarding to these topics are selected on which they can prepare project reports. Topics have to be distributed among the students and all details regarding how they will conduct the projects has to be discussed.

Dip
4/6/21

SKar
4/6/21

DLH
04/06/21

Action Taken Report

- Topic for project related work has been prepared.
- Topics were distributed among the students.

Dip
4/6/21

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Department of Botany
HOLY CROSS COLLEGE, ASHTALA



Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 9th June, 2021; 12.45 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas :-

- Submission of Assignments
- Topic distribution of assignments among the students.

Minutes of the Meeting :-

As a part of students' engagement with education and studies in the lockdown period. Students are asked to submit assignments. The topic of the assignment are distributed according to the syllabus. They are asked to give their full effort in preparing the assignments. At least 3 assignments are assigned to them to be submitted for each respective teacher.

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9/6/21

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9/6/21

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09/06/21

Action Taken Report

- Topic for assignment submission has also been prepared.
- The topics has been distributed with the students.

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10/6/21
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Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 2nd July, 2021; 01.45 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas: -

- Checking status of syllabus
- Arrangement of extra classes

Minutes of the Meeting: -

As some of the classes were already taken in offline mode before lockdown so almost half of the syllabus was completed. And the remaining syllabus was tried to complete on online platforms. Thus, the ultimate status of the syllabus has been checked and decision has been made to take extra classes if needed as well as plan for arrangement of doubt clearing session has been done. Discussion among the faculties for arranging some remedial classes has also been done for slow learners.

[Signature]
2/7/21

[Signature]
2/7/21

[Signature]
02/07/21

Action Taken Report

- List of completed syllabus has been listed out.
- Schedule for extra classes has been prepared.
- Schedule for some doubt clearing section.
- Schedules for remedial classes has been prepared.

[Signature]
7/7/21

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Department of Botany,
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Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: -5th July, 2021; 12.45 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas: -

- Schedule for online Presentation
- List of students

Minutes of the Meeting: -

Schedule for online presentation has been prepared. List of students for presentation on 3 separate days is prepared so that they can get present comfortably. Topics of close resembles are segregated for their ease.

[Signature]
5/7/21

[Signature]
5/7/21

[Signature]
05/07/21

Action Taken Report

- Schedules for power point presentation has been prepared.
- List of students has been prepared.

[Signature]
5/7/21



HOLY CROSS COLLEGE

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Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: -23rd July, 2021; 12.45 PM

Members present in the Meeting: -

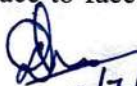
- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC


Agendas :-

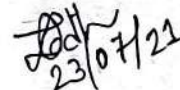
- Plan for Parent teacher meeting.
- Schedule for the meeting.

Minutes of the Meeting :-

A parent teacher meeting in online mode has been planned. In this hour of crisis to know the status of the students and also how parents are handling their kids and helping them for upgrading themselves with studies is required to be known. As faculties are not able to help the students in face-to-face conversation, parents are the best person who can help the students.


23/7/21


23/7/21


23/07/21

Action Taken Report

- Schedules for online parent teacher meeting has been prepared.
- Schedules are also shared with parents of teachers to be present in the scheduled time.


23/7/21

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HOLY CROSS COLLEGE

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Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 2nd August, 2021; 12.15 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas: -

- Preparation of Class test.
- Question paper setting.
- Selection of syllabus for class test excluding previous syllabus.

Minutes of the Meeting: -

Checking the status of students regarding most of the topics is necessary. That can also give the faculties an idea of how effective the online mode is. As, students cannot sit for offline test and examination, online class test are planned to be taken. Schedules for class test has been prepared as well as topics and questions for the tests were discussed to be prepared accordingly.

DL
2/8/21

SKam
2/8/21

DL
02/08/21

Action Taken Report

- Topic which are completed were listed out.
- Related to the topic's notes were shared with student.
- Dates were finalised for class test and the test are decided to be taken as per online class routine.
- Questions for class test were prepared.

DL
6/8/21

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Department of Botany,
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Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 12th August, 2021; 12.10 PM

Members present in the Meeting: -

- 1) Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
- 2) Dr. Debasree Lodh, Assistant Professor, HCC
- 3) Dr. Somnath Kar, Assistant Professor, HCC

Agendas :-

- Submission of Project works
- Schedules for presentation of projects


Minutes of the Meeting :-


Dates for submission of project by the students of final semester has been fixed. The students are informed to prepare power point presentation for their project reports. Schedule for presenting project reports by students has also been fixed.

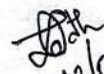
Action Taken Report

- Final dates for submission of project works was completed.
- The dates were shared with students.


12/8/21
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12/8/21


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12/08/21



Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 17th August, 2021; 12.45 PM

Members present in the Meeting: -

1. Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
2. Dr. Debasree Lodh, Assistant Professor, HCC
3. Dr. Somnath Kar, Assistant Professor, HCC

Agendas :-

- Online internal assessment.
- Syllabus for assessment

Minutes of the Meeting :-

One online internal assessment is planned for the students so that they can know their own status. It is a basic step to evaluate their fundamental Knowledge of the subject. Thus, syllabus for online assessment has also been prepared and shared with the students.

DC
17/8/21

SK
17/8/21

DL
17/08/21

Action Taken Report

- Syllabus for online internal examination has been prepared.
- Accordingly, questions for internal examination has been prepared.

DC
20/8/21

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Department of Botany,
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