



Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1-05, HCC

Date and Time: - 4th January, 2018; 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


Agendas: -

- Formation of routine
- Distribution of classes

Minutes of the Meeting: -


As classes for the new session are going to start. A meeting regarding the preparation of class routine has been conducted. Depending on the number of topics as per syllabus how many classes are required were checked. Distribution of classes among the faculties also should met the syllabus has been noted. A class routine has been prepared keeping all the points integral.


4/1/18


04/01/18

Action Taken Report

- Class routine has been prepared.
- And the final prepared routine has been sent to the college authority.
- A copy of class routine has also been shared with other departments.


4/1/18
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Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 8th January, 2018; 01.00 PM

Members present in the Meeting: -

1. Dr. Dipanwita Chaudhuri Sil HOD, Department of Botany, HCC
2. Dr. Debasree Lodh, 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.

[Signature] 8/1/18 *[Signature]* 08/01/18

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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Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 16th January, 2018; 12.20 PM

Members present in the Meeting: -

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

Agendas: -

- Preparation of Practical classes.
- Preparation of list of materials
- Plan for practical lab preparation

Minutes of the Meeting: -

To conduct the practical classes several materials are required. The number of students is also an important factor. So, in relation to that practical's requirements has be discussed and list has be prepared accordingly. A list of items those which are not available in the department has to be listed out and plans should be taken to procure them from sources those who provides educational items commercially.

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16/1/18

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16/01/18

Action Taken Report

- Materials required for practical classes were listed out.
- Practical requirements prepared depending on the number of students.
- List of items or materials to be procured has been prepared.
- List of items required from the college were listed out and given to the college authority.

[Signature]
17/1/18
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Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 20th February, 2018; 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

Agendas: -

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

Minutes of the Meeting: -

As some of the topics were completed, to assess the status of the students related to the discussed topics, the department has been preparing to take class tests topic wise. Schedule dates for class test has to be prepared and schedules for conducting class test has to be finalised. The topics and questions for the tests were discussed and accordingly questions should be prepared.

DCS
20/2/18

DL
20/02/18

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 class routine.
- Questions for class test were prepared.

DL
22/2/18
HEAD

Department of Botany,
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Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 1st March, 2018; 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

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.

DL
1/3/18

DL
01/03/18

Action Taken Report

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

DL
2/3/18
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Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 5th March, 2018; 12.00 PM

Members present in the Meeting: -

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

Agendas: -

- Extra curriculum activities
- Distribution of topic for power point presentation
- Distribution of topic for assignment submission

Minutes of the Meeting: -

Extra curriculum activities help the students to remain focused on studies. To develop interest over the subject, need of the students' engagement in various extra curriculum activities is required. In relation to this a decision has been taken to distribute topics for power point presentation. This will not only help the students to go through the topic in depth but also, they will be able to learn preparing power point presentations. Topics and dates for ppt presentation from the syllabus has been decided. Topics for assignment submission by the students has also been decided.

[Signature]
5/3/18

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05/03/18

Action Taken Report

- Topic for power point presentation has been prepared.
- The topics were distributed with the students.
- Dates were finalised for presentation.
- Topic for assignment submission has also been prepared.
- The topics has been distributed with the students.

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Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 19th March, 2018; 01.00 PM

Members present in the Meeting: -

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

Agendas: -

- Plan for Field visits
- Selection of place
- Arrangements and timing decided for field visit

Minutes of the Meeting: -

As per the curriculum, students should be taken to visits in field or educational institutes. In relation to this a plan for field visits has been done. Keeping in mind that the visit should help be informative enough for the students a proper place has to be decided. Also, arrangements to take the students over there and which dates will be appropriate has been discussed. An appropriate date for conducting the field visit has to be decided.

Action Taken Report

- Place where the field visit is going to be conducted has to be decided.
- Requirement of buses to take students to the place has been prepared and submitted to the college authority.
- Date has been finalised.


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Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 2nd April, 2018; 02.45 PM

Members present in the Meeting: -

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


Agendas: -

- Distribution of syllabus for Internal assessment.
- Preparation of questions.

Minutes of the Meeting: -

As per curriculum, at least one internal assessment is required to be conducted by the college. Syllabus and topics for the internal exam has been decided. In relation to that it has been discussed that questions are required to be set by respective teachers and submitted soon to the department. As, the syllabus is required to be distributed among the students, dates were finalised for distribution of syllabus.


2/4/18


02/04/18

Action Taken Report

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


5/4/18
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Department of Botany,
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Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 2nd May, 2018; 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

Agendas: -

- Checking status of syllabus
- Arrangement of extra classes
- Miscellaneous

Minutes of the Meeting: -

Almost maximum part of the syllabus has been completed. Thus, the ultimate status of the syllabus has been checked and decision has been made to take extra classes if needed as well as arrangement of doubt clearing session should be done. Status of notes are also to be checked whether all topics has been shared with the students or not. Discussion among the faculties for arranging some remedial classes has been done for students who were identified as slow learners depending on several assessments.

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2/5/18

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02/05/18

Action Taken Report

- Status of syllabus has been checked.
- Notes for all topic has been shared.
- Schedule for extra classes has been prepared.

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2/5/18
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Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 8th May, 2018; 12.00 PM

Members present in the Meeting: -

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

Agendas: -

- Practical Laboratory preparation for upcoming exam.
- Preparing list of materials required.
- Preparing list of materials available
- Preparation of laboratory.
- Schedules for practical examination.

Minutes of the Meeting: -

All arrangements related to laboratory for examination has to be done. Status of the practical's requirements for the upcoming exam has been listed out. Working conditions of all the necessary items, laboratory equipment's' are to be checked. List has to be prepared for materials which are required in fresh conditions. So that before exam all materials should be available in the department.

Dates to conduct the practical examination were discussed also keeping in mind that students should not face problem and their routines should not be too close with their theory examination dates. Thus, routine for sessional practical examination has to be prepared.

Action Taken Report

- Practical requirements for upcoming exam has been listed out. Laboratory arrangements for examination has been done.
- A list of materials which are required in fresh conditions has been prepared.
- Working conditions of all laboratory equipment's' has been checked.
- Dates for practical examination were finalised.
- The finalised dates are given to the college authority to be sent to the university.


11/5/18
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Department of Botany,
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Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 4th June, 2018; 01.00 PM

Members present in the Meeting: -

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

Agendas: -

- Practical exam preparation.
- Checking Laboratory set ups.
- Checking working conditions of several equipment's.

Minutes of the Meeting: -

Strategies has been discussed and list of arrangements has been prepared. Laboratories are required to be set accordingly with all materials. Equipment's have to be arranged according to students' number. Materials should be again double checked and kept separately from class materials so that during examination they do not get mixed up. Seat arrangement of students in other room than laboratory should be done so that they can do their write up parts in the rooms and can perform their practical works properly.

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4/6/18

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04/06/18

Action Taken Report

- Preparation of laboratory for examination has been done.
- Laboratory has been set up by materials.
- Availability of materials has been checked and kept separately.
- Seat arrangement has been done.

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7/6/18
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