



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 13<sup>th</sup> January, 2020; 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.

  
13/1/2020

  
13/1/2020

  
13/01/20

### **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.

  
13/1/2020  
HEAD  
Department of Botany,  
HOLY CROSS COLLEGE, MONTICELLI



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 16<sup>th</sup> January, 2020; 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: -**

- 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.

*Sh*  
16/1/2020

*SKan*  
16/1/2020

*Debasree*  
16/01/20

### **Action Taken Report**

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

*Sh*  
16/1/2020  
HEAB  
Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 20<sup>th</sup> January, 2020; 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
- 3) Dr. Somnath Kar, 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.

*DL*  
20/1/20

*SKar*  
20/1/2020

*DL*  
20/01/20

### **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.

*DL*  
22/1/20  
HEAD

Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 7<sup>th</sup> February, 2020; 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: -**

- 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.

*DC*  
7/2/20

*SK*  
7/2/2020

*DL*  
07/02/20

### **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.

*DC*  
7/2/20  
HEAD





## Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 12<sup>th</sup> February, 2020; 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
- 3) Dr. Somnath Kar, 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]*  
12/2/20

*[Signature]*  
12/2/2020

*[Signature]*  
12/02/20

### **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.

*[Signature]*  
12/2/20  
HEAB



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 17<sup>th</sup> February, 2020; 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**

*Dr*  
17/2/20

*SKam*  
12/2/2020

*Debasree Lodh*  
17/02/20

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

*Dr*  
19/2/20  
HEAD



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - F1 -05, HCC

Date and Time: - 3<sup>rd</sup> March, 2020; 02.10 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: -**

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

### **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.

*Dh*  
3/3/20

*SKar*  
3/3/20

*DCh*  
03/03/20

*[Signature]*  
3/3/20  
HEAD

Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA





## Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 3<sup>rd</sup> April, 2020; 06.45 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 class arrangement due to Pandemic Situation throughout the country.
- Schedule of classes.
- Syllabus discussion

### **Minutes of the Meeting: -**

As lockdown period has started due to Covid-19 pandemic situation, all educational institutes have 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.

*[Signature]*  
3/4/20

*[Signature]*  
3/4/2020

*[Signature]*  
03/04/20

### **Action Taken Report**

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

*[Signature]*  
3/4/20

Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA





## Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 4<sup>th</sup> May, 2020; 06.30 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: -**

- 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.

### **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.

*Da*  
4/5/20

*Kar*  
4/5/2020

*DR*  
04/05/20

*Da*  
4/5/20  
HEAD

Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA



# HOLY CROSS COLLEGE

Accredited by NAAC with A Grade

## Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 11<sup>th</sup> May, 2020; 06.50 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.

  
11/5/20  
HEAD

Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 15<sup>th</sup> May, 2020; 06.30 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: -**

- 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.

### **Action Taken Report**

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

  
15/5/20  
HEAD  
Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 1<sup>st</sup> June 2020; 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: -**

- 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.

*DW*  
2/6/20

*SKar*  
2/6/2020

*DL*  
01/06/20

### **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.

*[Signature]*  
3/6/20  
HEAD

Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA





## Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 1<sup>st</sup> July, 2020; 06.45 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: -**

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

### **Minutes of the Meeting: -**

To keep the students engaged in this covid situation another need of power point presentation is planned. 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 has to be distributed among the students as per the syllabus.

### **Action Taken Report**

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

*DCS*  
1/7/20

*SK*  
1/7/2020

*DL*  
01/07/20

*DCS*  
1/7/20  
HEAD

Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - Online (Google meet)

Date and Time: - 15<sup>th</sup> July, 2020; 06.30 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 :-**

- 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.

*[Signature]*  
15/7/20

*[Signature]*  
15/7/20

*[Signature]*  
15/07/20

### **Action Taken Report**

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

*[Signature]*  
15/7/20  
HEAD  
Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - ~~E1-05, HCC~~ Google Meet

Date and Time: - 18<sup>th</sup> August, 2020; 06.45 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.

*DC*  
18/8/20

*SKar*  
18/8/2020

*Deh*  
18/08/20

### **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.

*DC*  
18/8/20  
HEAD

Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA



## Meeting Minutes

Subject: - Departmental Meeting

Venue: - ~~F1-05, HCC~~ Google Meet

Date and Time: - 21<sup>st</sup> August, 2020; 01.15 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 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.

*[Signature]*  
21/8/20

*[Signature]*  
21/8/2020

*[Signature]*  
21/08/20

### **Action Taken Report**

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

*[Signature]*  
24/8/20  
HEAD

Department of Botany,  
HOLY CROSS COLLEGE, AGARTALA