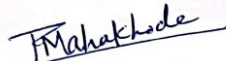


Shri Shivaji Education Society Amravati's
Science College, Congress Nagar, Nagpur.


Date: 05/08/2019

NOTICE

All the staff members and contributory teachers are requested to attend the Departmental Council Meeting will be held on 9th Aug. at 12.30 pm.


Secretary

Departmental Council Meeting






Head
Professor and Head
Department of Botany
SSES Am's Science College,
Congress Nagar, Nagpur-42

Agenda of the Meeting

1. Confirmation of last minutes
2. Distribution of Syllabus
3. Discussion on proposed excursion tour
4. Regarding skill based courses
5. Updation of departmental profile on college website
6. Any other matter

Staff members

Signature

1. Dr.P.S.Tiwari 
2. Dr.S.D.Puranik 
3. Mr. Manish Chinchamatpure 
4. Mrs. Sharayu Ulhe- Deshmukh 

Date : 5th Aug. 2019
Departmental Council Meeting
Time : 12:30 pm

Attendance

Dr. R.H. Deshmukh (HOD) - PM
Dr. P.S. Tiwari - PM
Dr. S.D. Puranik - PM
Dr. R.H. Mahakhode - PM
Mrs. Sharayu Ulhe-Deshmukh - PM
Mr. Manish Chinchamaltpure - PM

**Minutes of the departmental council meeting held on
9th Aug. 2019**

The secretary of the departmental council welcomes the Hon^{ble} Chairman/Head Dr.R.N.Deshmukh & staff members of the departmental council. She requested the Hon. Chairman to initiate the proceeding.

**Item I- Confirmation of minutes of the previous meeting held on
16th April 2019**

The departmental meeting held on 9th Aug. 2019 at 12.30 pm. All staff members of the department were present. The secretary read the minutes of the previous meeting held on 16th April 2019 & minutes were confirmed by departmental council.

Item II- Distribution of Syllabus

HOD discussed about the workload of the department with all faculties. He allotted the syllabus paper/unit wise for odd semester I, III & V to respective teachers. All practical are also allotted among the faculty members and contributory teachers.

Item III- Discussion on proposed excursion tour

HOD discussed about the Excursion Tour with staff members. Place and date was finalized i.e., Manali, Himachal from 15/09/19 to 22/09/2019.

Item IV- Regarding Diploma course in Mushroom Cultivation skill based courses

HOD discussed & asked the staff members about the Mushroom Cultivation course under the skill based course and admit the students for Diploma course. He also told to submit result (marksheet) and grades of students for 1st year certificate course in Mushroom Cultivation.

Item V- Discussion on uploading of dept. Activities on college website

The Hon^{ble} Chairman/Head asked about the previous departmental activity reports and upload all these activities with photographs on college website.

Item VI- As there was no matter the meeting ended with vote of thanks to the chair.

Confirmed

Prof. R.N. Deshmukh
Professor and Head
Department of Botany,
SSEO Am's Science College,
Congress Nagar, Nagpur-42

ACTION TAKEN REPORT

Meeting on 9th August 2019

Following the departmental meeting on 9th August 2019, the department carried out several important actions to ensure the smooth functioning of the academic year. The syllabus for the odd semesters (I, III, and V) was distributed among the faculty, with a clear allocation of both theoretical and practical teaching responsibilities. In preparation for the upcoming academic excursion to Manali, Himachal Pradesh, scheduled from 15th to 22nd September 2019, all necessary travel and accommodation arrangements were finalized.

The department also focused on updating its profile on the college website, ensuring that all recent activities, workshops, and faculty achievements were accurately reflected online. Additionally, the department reviewed the progress of the skill-based course in Mushroom Cultivation and self –finance course in Plant Tissue Culture Technique, ensuring that the curriculum was up-to-date and that students were making satisfactory progress. The submission of results and grades of the Mushroom Cultivation certificate course was also completed, providing students with timely feedback and certification.



Dr. R.H. Mahakhode



Prof. R. N. Deshmukh

HEAD
DEPARTMENT OF BOTANY
SHRI SHIVAJI EDUCATION SOCIETY
AMRAVATI'S SCIENCE COLLEGE
CONGRESS NAGAR, NAGPUR

Shri Shivaji Education Society Amravati's
Science College, Congress Nagar, Nagpur.

Date: 04/10/2019


NOTICE

All the staff members and contributory teachers are requested to attend the Departmental Council Meeting will be held on 7th Oct. at 12.30 pm.



Secretary





Departmental Council Meeting


Prof. Head
Department of Botany
Congress Nagar, Nagpur-12

Agenda of the Meeting

1. Confirmation of last minutes
2. Discussion on Completion of Syllabus
3. Discussion on Test Examination
4. Regarding about Skill Based Programme
5. Submission of Internal assessment marks for odd semester.
5. Preparation of forthcoming Univ. Prac. Exam. of odd semester
6. Discussion on uploading of dept. activities on college website
7. Any other matter

Staff members

1. Dr. P.S.Tiwari 
2. Dr. S.D.Puranik 
3. Mr. Manish Chinchamalature 
4. Mr. Piyush Sharma 

Signature


5/10/2019

Date : 7th Oct. 2019
Departmental Council Meeting
Time : 12.30 pm

Attendance	Sign
Dr. R.N. Deshmukh (HOD)	- [Signature]
Dr. P.S. Tiwari	- [Signature]
Dr. S.D. Puranik	- [Signature]
Dr. R.H. Mahakhode	- [Signature]
Ms. Manish Chinchamalapur (EHB)	- [Signature]
Mrs Piyush Sharma (CHB)	- [Signature]

**Minutes of the departmental council meeting held on
7th Oct. 2019**

The secretary of the departmental council welcomes the Hon'ble Chairman/Head Dr.R.N.Deshmukh & staff members of the departmental council. She requested the Hon. Chairman to initiate the proceeding.

**Item I- Confirmation of minutes of the previous meeting held on
9th Aug. 2019**

The departmental meeting held on 9th Aug. 2019 at 12.30 pm. All staff members of the department were present. The secretary read the minutes of the previous meeting held on 9th Aug. 2019 & minutes were confirmed by departmental council.

Item II- Discussion on Completion of Syllabus

Head of the department asked the colleagues about the completion of syllabus. Almost all teachers completed their syllabus paper/unit wise. He asked to all staff members to submit the result of surprise test for respective unit/paper.

Item III-Discussion on Test Examination

It was unanimously decided as per the direction of Home/College Examination Committee, HOD asked the departmental colleagues to keep ready their question papers for the upcoming Test Examination to be scheduled in First week of October.

Item IV-Regarding about Skill Based Programme

In previous meeting HOD discussed with the staff members about the skill based course on Mushroom Cultivation. He asked the convener Mr.S.D.Puranik to submit the details of the admitted students and the syllabus of the course.

Item V- Submission of Internal assessment marks for odd semester

Chairman asked to all staff members to allot internal assessment marks to the students of B.Sc. Sem. I, III & V before Diwali vacations. Keep ready list of distribution of marks in prescribed format i.e., attendance, surprise/unit test and assignments for all semester.

Item VI-Preparation of forthcoming University Practical Examination of odd semester

Chairperson informed about the letter received from RTMNU regarding final practical examination. He told the staff members that the dates of Univ. final prac, exam, were confirmed. For Sem.I- 14th to 16th Nov. 2019; Sem.III- 21st to 23rd Nov. 2019; Sem.V- 28th to 29th Nov. 2019.

Item VII- Discussion on uploading of dept. activities on college website

The Hon'ble Chairman/Head asked about the departmental activities and prepared the reports of respective activities like World Nature Conservation Day, Excursion Tour, Guest Lectures by Eminent Personalities, Class Seminar's, Delivered Guest lectures by Faculties in various Institutions etc. He also told that upload all these activities on college website and to update personal information (biodata) of individual faculty members on website.

Item VIII- As there was no matter the meeting ended with vote of thanks to the chair.

Confirmed
Prof. 16/03/2020
Professor and Head
Department of Botany,
SSES Amt's Science College,
Congress Nagar, Nagpur-42

ACTION TAKEN REPORT

Meeting on 7th October 2019

The meeting conducted on 7th October 2019, the department executed a series of critical actions to maintain academic rigor and operational efficiency. The completion of the syllabus across all units and papers was confirmed, and faculty members submitted the results of surprise tests, which provided valuable insights into student understanding and readiness. Preparations for the upcoming Test Examination, scheduled for early October, were finalized, with question papers prepared and logistical arrangements made. The Mushroom Cultivation Skill-Based Program was further developed, with the convener, Dr. S.D. Puranik, tasked with finalizing details regarding student admissions and course structure. The department also ensured that internal assessment marks for B.Sc. Sem. I, III, and V were allocated and submitted in a timely manner, well before the Diwali vacation.

The department took proactive steps to document and upload all departmental activities, such as the World Nature Conservation Day celebration, workshop on Plant Tissue Culture Technique, educational excursions, and guest lectures, onto the college website. This comprehensive documentation not only enhanced the department's transparency but also served as a valuable resource for students and stakeholders.



Dr. R.H. Mahakhode




Prof. R. N. Deshmukh

HEAD
DEPARTMENT OF BOTANY
SHRI SHIVAJI EDUCATION SOCIETY
AMRAVATI'S SCIENCE COLLEGE
CONGRESS NAGAR, NAGPUR

Date: 16/03/2020

NOTICE

All the staff members and contributory teachers are requested to attend the urgent Departmental Council Meeting due to proposed lockdown COVID-19 from 17th March 2020 to 31st March 2020 according to Government circular will be held on 16th March at 1.30 pm.


Secretary

Departmental Council Meeting






Head

Department of Botany
SSES Smt's Science College,
Congress Nagar, Nagpur-42

Agenda of the Meeting

1. Confirmation of last minutes
2. Discussion on Completion of Syllabus
3. Discussion on Test Examination
4. Regarding about Skill Based Programme
5. Submission of Internal assessment marks for even semester.
6. Provide e-content to the students during lockdown COVID-19.
7. Preparation of forthcoming Univ. Prac. Exam. of even semester
8. Discussion on uploading of dept. activities on college website
9. Any other matter

Staff members

1. Dr.P.S.Tiwari 
2. Dr.S.D.Puranik 
3. Mr. Manish Chinchamatpure (CHB) 
4. Mr. Piyush Sharma (CHB) 

Signature

Date : 16th March 2020
Departmental Council Meeting
Time : 1:30 pm

Attendance

Sign

Dr. R. N. Deshmukh (HOD)	-	
Dr. P. S. Tiwari	-	PT
Dr. S. D. Puranik	-	PT
Dr. R. H. Mahakhode	-	PT
Mr. Manish Chinchamalpure	-	(M)
Mr. Piyush Sharma	-	P Sharma

**Minutes of the urgent departmental council meeting held on
16th March 2020 due to proposed lockdown of COVID-19 from
17th March 2020 to 31st March 2020 according to
Government circular**

The secretary of the departmental council welcomes the Hon'ble Chairman/Head Dr.R.N.Deshmukh & staff members of the departmental council. She requested the Hon. Chairman to initiate the proceeding.

Item I- Confirmation of minutes of the previous meeting held on

7th Oct. 2019

The departmental meeting held on 16th March 2020 at 1.30 pm. All staff members of the department were present. The secretary read the minutes of the previous meeting held on 7th Oct. 2019 & minutes were confirmed by departmental council.

Item II- Discussion on Completion of Syllabus

Head of the department asked the colleagues about the completion of syllabus. Almost all teachers completed their syllabus paper/unit wise.

Item III-Discussion on Test Examination

It was unanimously decided as per the direction of Home/College Examination Committee, HOD asked the departmental colleagues to keep ready their question papers for the forthcoming Test Examination to be scheduled in last week of March.

Item IV-About Skill Based Programme

In previous meeting HOD discussed with the staff members about the skill based course on Mushroom Cultivation. He asked the convener Dr.S.D.Puranik to submit the details of the admitted student's in certificate & diploma course. Under Skill Based Programme one workshop on Edible Mushroom Cultivation and a visit for Button Mushroom techniques were organized.

Item V- Submission of Internal assessment marks for even semester

Chairman asked to all staff members to allot internal assessment marks to the students of B.Sc. Sem. II, IV& VI. Keep ready list of distribution of marks in prescribed format i.e., attendance, surprise/unit test and assignments for all semester.

Item VI- Provide e-content to the students during lockdown COVID-19

HOD asked the staff members to prepare e-content for the students during lockdown viz. test exam. ques. papers, notes, ques. bank etc. and send them through email, whatsapp, sms.

Item VII- Preparation of forthcoming univ. practical examination of even semester

The Hon'ble Chairman/Head asked departmental colleagues to make necessary arrangement for forthcoming Sem. II, IV & VI practical examination summer 2020.

Item VIII- Discussion on uploading of dept. activities on college website

Head of department asked the colleagues to upload these activities on college website.

Item IX- As there was no matter the meeting ended with vote of thanks to the chair.

Confirmed *[Signature]*
09/08/2021

Professor and Head
Department of Botany,
SSES Am's Science College,
Congress Nagar, Nagpur-12

ACTION TAKEN REPORT

Meeting on 16th March 2020

In response to the urgent meeting held on 16th March 2020 due to the impending COVID-19 lockdown, the department took swift and decisive actions to adapt to the new challenges. Despite the disruption caused by the lockdown, the department ensured that the syllabus was completed across all units and papers, with faculty members confirming their progress. The preparation for the forthcoming Test Examination, originally scheduled for the last week of March, was also addressed, with contingency plans being put in place.

Recognizing the need to maintain academic continuity during the lockdown, the department took proactive steps to develop and distribute e-content to students. This included the preparation of test examination question papers, notes, and question banks, which were shared with students through email, WhatsApp, and SMS. Additionally, the department continued to support the Mushroom Cultivation Skill-Based Program, organizing a workshop on Edible Mushroom Cultivation and a visit to learn about Button Mushroom techniques, ensuring that students remained engaged in practical learning despite the lockdown. The internal assessment marks for the even semesters were also allocated and submitted, ensuring that the department remained on track with its academic responsibilities.



Dr. R.H. Mahakhode



Prof. R. N. Deshmukh

HEAD
DEPARTMENT OF BOTANY
SHRI SHIVAJI EDUCATION SOCIETY
AMRAVATI'S SCIENCE COLLEGE
CONGRESS NAGAR, NAGPUR