

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

Date: 05/08/2021

NOTICE

All the staff members are requested to attend the Departmental Council Meeting will be held on 9th Aug. 2021 at 1.30 pm.

Mahokhde
Secretary
Council Meeting

Prof
Head
Professor and Head
Department of Botany
Shri Shivaji Education Society,
Congress Nagar, Nagpur-12

Agenda of the Meeting

1. Confirmation of last minutes
2. Discussion on Test Examination
3. About Skill Based Programme
4. Submission of Internal assessment marks for even semester.
5. Projects to be undertaken
6. Any other matter

Staff members

1. Dr. P.S. Tiwari

Signature

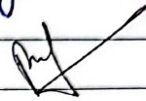
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Date: 9th Aug. 2021
Departmental Council Meeting
Time: 1:30 pm

Attendance

Sign

Prof. R.N. Deshmukh (HOD) -



Prof. P.S. Tiwari -



Dr. R.H. Mahakhode -



**Minutes of the departmental council meeting held on
9th August 2021**

The secretary of the departmental council welcomes the Hon'ble Chairman/Head Prof.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 March 2020**

The departmental meeting held on 9th August 2021 at 1:30 pm. All staff members of the department were present. The secretary read the minutes of the previous meeting held on 16th March 2020 & minutes were confirmed by departmental council.

Item II-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 Supplementary Theory Exam. Summer 2021 to be scheduled in Last week of August.

Item III-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.R.H.Mahakhode about the current status of certificate & diploma course.

Item IV- 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 assignment for all semesters.

Item IV- Projects to be undertaken

Chairman asked to faculty members for projects to be undertaken from various agencies like DST, DBT, RUSA etc. as decided in HOD's meeting with the Principal Prof. M. P. Dhore on dated 04/08/2021.

Confirmed
13/11/21
Professor and Head
Department of Botany,
SSES Amr's College,
Congress Nagar, Nagpur-4

ACTION TAKEN REPORT

Meeting on 9th August 2021

Following the departmental meeting on 9th August 2021, the department undertook several important actions to ensure academic continuity and operational efficiency. In preparation for the upcoming Supplementary Theory Examination scheduled for the last week of August 2021, all necessary question papers were prepared, and faculty members were briefed on their invigilation duties. The department also reviewed the progress of the Mushroom Cultivation Skill-Based Program, with the convener, Dr. R.H. Mahakhode, providing updates on the status of the certificate and diploma courses. This review ensured that all courses were on track, with students receiving the necessary support and resources.

Additionally, the department allocated internal assessment marks for B.Sc. Sem. II, IV, and VI, ensuring that all marks were distributed fairly and in accordance with university guidelines. The department also encouraged faculty members to undertake new research projects, with a focus on seeking funding from various agencies such as DST, DBT, and RUSA. This initiative aimed to enhance the department's research profile and provide additional learning opportunities for students.



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: 11/11/2021

NOTICE

All the staff members are requested to attend the Departmental Council Meeting will be held on 13th Nov. 2021 at 2.00 pm.


Secretary

Departmental Council Meeting


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

Agenda of the Meeting

1. Confirmation of last minutes
2. Welcome and introduction of New Faculty Member in dept.
3. About forthcoming Supplementary Theory & Practical examination of even semester
4. About forthcoming Regular/ Backlog Theory & Practical examination of odd semester
5. Submission of Internal assessment marks for odd semester
6. Preparation of Action Plan (2020-21) & Future Plan (2021-22)
7. Discussion on Principal's visit for upcoming Internal Academic Audit
8. Any other matter

Staff members

1. Prof. P.S. Tiwari
2. Dr. R.P. Sonwalkar

Signature





Date : 13th Nov. 2021

Departmental Council Meeting

Time : 2:00 pm

Attendance

Prof. R.N. Deshmukh (HOD)	-	Prof.
Prof. P.S. Tiwari	-	Prof.
Dr. R.H. Mahakhede	-	Dr.
Dr. R.P. Sonwalkar	-	Dr.

**Minutes of the departmental council meeting held on
13th November 2021**

The secretary of the departmental council welcomes the Hon'ble Chairman/Head Prof. 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 August 2021**

The departmental meeting held on 13 Nov. 2021 at 2.00 pm. All staff members of the department were present. The secretary read the minutes of the previous meeting held on 9th August 2021 & minutes were confirmed by departmental council.

Item II- Welcome & Introduction of New Faculty Member in dept.

The Hon'ble Chairman/Head welcome and felicitate new faculty member in department Dr. Reshma P. Sonwalkar by giving Bouquet.

Item III- About forthcoming Supplementary Theory & Practical examination of even semester

The Hon'ble Chairman/Head asked departmental colleagues to make necessary arrangement for forthcoming Supplementary Theory & Practical examination of Sem. II, IV & VI.

Item IV- About forthcoming Regular/ Backlog Theory & Practical examination of odd semester

Chairperson informed about the letter received from RTMNU regarding forthcoming Regular/ Backlog Theory examination of odd semester which commences from 14/12/2021 (Sem. V) and 08/01/2022 (Sem. III) and dates of Sem. I exam (theory/practical) will be announced later. Practicals of Sem. III & V will be conducted by college through online mode after the completion of respective theory examinations.

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. Keep ready list of distribution of marks in prescribed format i.e., attendance, surprise/unit test and assignments.

Item VI- Preparation of Action Plan (2020-21) & Future Plan (2021-22)

Chairman asked the colleagues to prepare action plan of various activities for the session 2020-21 and submit the details of these activities to IQAC. All faculty members discussed about the various activities which will be implemented in the future plan for the session 2021-22.

Item VII- Discussion on principal's visit for upcoming Internal Academic Audit.

Hon. Chairman/ HOD told about the Principal's visit to the department on 10th Dec. 2021 at 03:15 pm. He also asked the colleagues to keep ready all the information as per the given Internal Academic Audit format for the proposal departmental visit.

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

Confirmed
Prj 22/2/2022
Professor and Head
Department of Botany,
SSES Am's Science College,
Congress Nagar, Nagpur-42

ACTION TAKEN REPORT
Meeting on 13th November 2021

The actions taken following the meeting on 13th November 2021 were focused on both academic preparation and future planning. The department warmly welcomed and integrated a new faculty member, Dr. Reshma P. Sonwalkar, who was introduced to the departmental culture and responsibilities. This integration was essential in maintaining the department's collaborative environment. The department also made thorough preparations for the forthcoming Supplementary Theory & Practical Examination for even semesters, ensuring that all necessary arrangements were in place for smooth conduct. Additionally, the department prepared for the Regular/Backlog Theory & Practical Examination for odd semesters, with detailed schedules and arrangements communicated to both students and faculty. The internal assessment marks for B.Sc. Sem. I, III, and V were allocated and submitted, following the university's prescribed format. The department also developed an action plan for the academic session 2020-21, outlining key activities and goals, and initiated discussions on the future plan for 2021-22. In anticipation of the Principal's visit for the Internal Academic Audit, the department meticulously prepared all required documents and reports, ensuring that all aspects of the department's operations were transparent and well-documented.



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: 18/02/2022

NOTICE

All the staff members are requested to attend the Departmental Council Meeting will be held on 22nd February 2022 at 2.30 pm.

T. Maheshkole
Secretary

Departmental Council Meeting

B. S. ...
Head
Professor and Head
Department of Botany
Shri Shivaji Education Society Amravati's
Science College, Congress Nagar, Nagpur-42

Agenda of the Meeting

1. Confirmation of last minutes
2. Discussion on syllabus distribution regarding even semester
3. Updates about dept. activities of the session 2021-22
4. Discussion on organizing activities under Centenary celebrations of the University- 100 activities.
8. Any other matter

Staff members

1. Prof. P.S. Tiwari
2. Dr. R.P. Sonwalkar

Signature

P.S.T.

R.P.S.

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Date


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Date


Date : 22nd February 2022


Departmental Council Meeting


Time : 2:30 pm

Attendance

Prof. R.N. Deshmukh (HOD) - 

Prof. P.S. Tiwari - 

Dr. R.H. Mahakhode - 

Dr. R.P. Sonwalkar - 

**Minutes of the departmental council meeting held on
22nd February 2022**

The secretary of the departmental meeting greeted the Hon'ble Chairman/Head Prof. R. N. Deshmukh & members of the departmental council. She requested the Hon'ble chairman to initiate the proceeding.

**Item I- Confirmation of minutes of the previous meeting held on
13th November 2021**

The departmental meeting held on 22nd Feb. 2022 at 2.30 pm. All staff members of the department were present. The secretary read the minutes of the previous meeting held on 13th Nov. 2019 & minutes were confirmed by departmental council.

Item II- Discussion on syllabus distribution regarding even semester

HOD discussed about the workload of the department with all faculties. He allotted the syllabus paper/unit wise along with practicals for even semester II, IV & VI amongst the faculty members and contributory teachers.

Item III-Updates about departmental activities of the session 2021-22

Head of the department discussed & asked the staff members about the departmental activities and prepare the reports of respective activities like online activities on World Environment Day, World Nature Conservation Day and Quiz competition, workshops on Tissue Culture Technique and Mushroom Cultivation, Visit to various places etc.

Item IV-Discussion on organizing activities under Centenary celebrations of the University-100 activities.

The Hon'ble Chairman/Head informed about the letter received from RTMNU regarding the above topic. According to the meeting held on 15/02/2022 of all HOD's with Hon. Principal Prof. M.P. Dhore decided to take all the college activities under the banner of RTM Nagpur University, Nagpur from August 2022 to August 2024. HOD & all faculties of department planned the proposed activities like Hands-on training on Mushroom Cultivation, tissue Culture Technique, Food Preservation technique on theme 'one plant one Industry', Nursery Technique, Quiz Competition, Green activities like World Nature Conservation day and World Environment Day, Guest lecturers by Eminent personalities etc.

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

Confirmed
Prof. R. N. Deshmukh
Head
Department of Botany,
SSGS Arts Science College,
Congress Nagar, Nagpur-479 002

ACTION TAKEN REPORT

Meeting on 22nd February 2022

The meeting was held on 22nd February 2022, the department took several key actions to ensure the successful execution of its academic and extracurricular activities. The syllabus for the even semesters was distributed among faculty members, with both theoretical and practical components clearly assigned. The department also focused on documenting and updating records of all activities conducted during the 2021-22 session. This included online activities such as World Environment Day and World Nature Conservation Day celebrations, as well as workshops on Tissue Culture Techniques and Mushroom Cultivation. These activities were thoroughly documented, and detailed reports were prepared to showcase the department's engagement and achievements. Additionally, in alignment with the centenary celebrations of RTM Nagpur University; the department planned a series of activities under the theme of '100 activities,' which included hands-on training, workshops, guest lectures, and environmental initiatives. These activities were designed to enhance student learning and foster a deeper connection between academic theory and practical application.



Dr. R.H. Mahakhode



Prof. R. N. Deshmukh

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