

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

Date: 04/07/2022

NOTICE

All the staff members are requested to attend the Departmental Council Meeting will be held on 6th July 2022 at 1.30 pm.

Mahakho
Secretary

Departmental Council Meeting

B. J.
Head
Professor and Head
Department of Botany
Science Shivaji Education Society College,
Congress Nagar, Nagpur-424 002

Agenda of the Meeting

1. Confirmation of last minutes
2. Discussion on syllabus distribution regarding odd semester
3. Distribution of Departmental Committees
4. Discussion on submission of Research Pre-proposal of RGST to RTMNU
5. Discussion on organizing activities under Centenary celebrations of the University- 100 activities in session 2022-23
6. Any other matter

Staff members

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

Signature

P.S.T.
R.P.S.

Date : 6th July 2022

Departmental Council Meeting

Time : 1:30 pm

Attendance

Prof. R.N. Deshmukh (HOD) - ~~Present~~
Prof. P.S. Tiwari - Present
Des. R.H. Mahakhode - Present
Des. R.P. Sonwalkar - Present

**Minutes of the departmental council meeting held on
6th July 2022**

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
22nd February 2022**

The departmental meeting held on 6th July 2022 at 1.30 pm. All staff members of the department were present. The secretary read the minutes of the previous meeting held on 22nd February 2022 & minutes were confirmed by departmental council.

Item II- Discussion on syllabus distribution regarding odd semester

HOD discussed about the workload of the department with all faculties. He allotted the syllabus paper/unit wise for odd semester I, III & V amongst the faculty members.

Item III- Distribution of Departmental Committees for the session 2022-23

Hon'ble Chairman distributed the departmental committees amongst the staff members. Prof.P.S.Tiwari will be the convener of Botanical Subject Society, Dr.R.H.Mahakhode will be the Secretary of the Departmental Council. Dr.R.P.Sonwalkar will be the convener of Botanical Garden.

**Item IV- Discussion on submission of Research Pre-proposal of RGST to
RTMNU**

HOD asked faculty members to submit the research pre-proposal under scheme "Assistance for S & T Applications" of Rajiv Gandhi Science and Technology Commission, Mumbai through RTM Nagpur University, Nagpur. Time line of submission of pre-proposal on or before 22nd July 2022 through email.

**Item V-Discussion on organizing activities under Centenary celebrations
of the University-100 activities in the session 2022-23**

Head of Department and faculty members discussed about various activities which will be carried out by department for the session 2022-23. All members decided to conduct the different activities i.e. World Nature Conservation Day (Intercollegiate slogan competition), Workshop on Nursery Techniques, one day Excursion tour, Workshop on Mushroom Cultivation Technique under the Skill Based Course and three days training program on Tissue Culture Techniques which will be organized in the current session under aegis of centenary celebrations of RTM Nagpur University.

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

Read by Department
Confirmed by
Congress Nagpur 13/9/23

ACTION TAKEN REPORT

Meeting on 6th July 2022

The department took several strategic actions following the meeting on 6th July 2022. The syllabus for the odd semesters was distributed among the faculty, ensuring that each teacher was clear on their teaching and practical responsibilities. In addition, departmental committees for the session 2022-23 were established, with roles and responsibilities clearly defined to enhance operational efficiency. The department also discussed and planned the submission of research pre-proposals under the Rajiv Gandhi Science and Technology Commission (RGST) scheme, with a timeline set for submission to RTM Nagpur University.

To commemorate the centenary celebrations of RTM Nagpur University, the department planned a series of activities, including World Nature Conservation Day events, workshops on Nursery Techniques and Mushroom Cultivation, and training programs on Tissue Culture Techniques. These activities were designed to provide students with hands-on experience and to celebrate the university's legacy through meaningful academic and environmental contributions.



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: 11/04/2023

NOTICE

All the staff members are requested to attend the Departmental Council Meeting will be held on 13th April 2023 at 2.00 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. Discussion on completion of syllabus regarding even semester
3. Submission of Internal assessment marks for even semester
4. Preparation of forthcoming Univ. Prac. Exam. of even semester
5. Discussion on Skill based course on Mushroom Cultivation and self finance course on Plant Tissue Culture.
6. Discussion on activities taken under Centenary celebrations of the University- 100 activities in session 2022-23
7. Any other matter

Staff members

8. Prof. P.S. Tiwari

9. Dr. R.P. Sonwalkar



Signature



Date: 13th April 2023

Departmental Council Meeting

Time: 2.00 pm

Attendance

Prof. R.N. Deshmukh (HOD)	-	<u>Prof</u>
Prof. P.S. Tiwari	-	<u>P.S.T</u>
Dr. R.H. Mahakhede	-	<u>Dr</u>
Dr. R.P. Sonwalkar	-	<u>Dr</u>
Dr. M.S. Deshmukh	-	<u>Dr</u>

**Minutes of the departmental council meeting held on
13th April 2023**

Dr.R.H.Mahakhode, secretary of the departmental council meeting greeted the Hon'ble Chairman and 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 6th July 2022

The departmental meeting held on 13th April 2023 at 2.00 pm. All staff members were present. The secretary read the minutes of the previous meeting held on 6th July 2022 & minutes were confirmed by departmental council.

Item II- Discussion on completion of syllabus regarding even semester

Head of the department asked the colleagues about the completion of syllabus. All teachers completed their syllabus paper/unit wise. Regular class test, seminars, Assignments also completed.

Item III- 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 before Summer vacations. He asked to Keep ready list of distribution of marks in prescribed format i.e., attendance, surprise/unit test and assignments for all semester.

Item IV- Preparation of forthcoming Univ. Prac. Exam. of even semester

The Hon'ble Chairman/Head asked departmental colleagues to make necessary arrangement for forthcoming Sem. II, IV & VI practical examination summer 2023.

Item V- Discussion on Skill based course on Mushroom Cultivation and self finance course on Plant Tissue Culture

In previous meeting HOD discussed with the staff members about the skill based course and self finance course.

Accordingly Dr.R.H.Mahakhode organized two days workshop and guest lectures on Mushroom Cultivation, skill based certificate course under Department of Lifelong learning and Extension, RTMNU, Nagpur. Twenty students were admitted for this course. Mr. Abhimanyu Rao Dongarwar was invited as expert to guide the students on 23-24, March 2023.

Prof.P.S.Tiwari conducted three days workshop on Plant Tissue Culture Technique under self finance certificate course on 1-4 March, 2023. Twenty five students were admitted for this course.

Item VI- Discussion on activities taken under Centenary celebrations of the University- 100 activities in session 2022-23

Head of Department and faculty members discussed about the various activities taken in current session by department for the session 2022-23. Under aegis of centenary celebrations of RTM Nagpur University department organized the different activities i.e. World Nature Conservation Day (Green Festive Celebration on Rakhi & Ganpati), Workshop on Nursery Techniques, one day Excursion tour to Bor Dam, dist. Wardha, Workshop on Mushroom Cultivation Technique under the Skill Based Course and three days training program on Tissue Culture Techniques in the current session.

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

Read &
Confirmed

19/7/2023

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

ACTION TAKEN REPORT

Meeting on 13th April 2023

In response to the meeting on 13th April 2023, the department undertook several important actions. The completion of the syllabus for the even semesters was confirmed, with faculty members reporting on the completion of regular class tests, seminars, and assignments. The department also prepared for the forthcoming university practical examinations, with all necessary arrangements made to ensure smooth conduct.

The department continued its focus on skill-based learning, organizing a two-day workshop on Mushroom Cultivation under the Skill-Based Certificate Course. This workshop, held on 23rd and 24th March 2023, featured expert guidance from Mr. Abhimanyu Rao Dongarwar and saw the participation of 20 students. Additionally, a three-day workshop on Plant Tissue Culture Techniques was conducted under the self-financed certificate course from 1st to 4th March 2023, with 25 students participating under the guidance of Dr. P.S. Tiwari. These workshops provided valuable practical experience and reinforced the department's commitment to hands-on learning.

The department also reflected on the various activities conducted under the centenary celebrations of RTM Nagpur University, including the World Nature Conservation Day (Green Festive Celebration on Rakhi & Ganpati) and the one-day excursion tour to Bor Dam. These activities were documented and shared, highlighting the department's active participation in the university's centenary celebrations.



Dr. R.H. Mahakhode



Prof. R. N. Deshmukh
HEAD
DEPARTMENT OF BOTANY
SHRI SHIVAJI EDUCATION SOCIETY
AMRAVATI'S SCIENCE COLLEGE
CONGRESS NAGAR, NAGPUR