

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

Date: 17/07/2023

**NOTICE**

All the staff members are requested to attend the Departmental Council Meeting will be held on 19<sup>th</sup> July 2023 at 1.30 pm.

  
Secretary

Departmental Council Meeting

  
Head

Department of Botany  
Department of Botany,  
SSES Am'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. Discussion on syllabus distribution regarding odd semester
4. Distribution of Departmental Committees
5. Discussion on admission process of PG in Botany.
6. Discussion on proposed excursion tour for UG & PG
7. Updation of departmental activities of the session 2022-23 on college website
8. Discussion regarding the activities including Centenary celebrations of RTMNU- 100 activities will carried out in session 2023-24
9. Discussion on submission of Research Pre-proposal to various agency
10. Any other matter

Staff members

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

Signature



Date: 19<sup>th</sup> July 2023

Departmental Council Meeting

Time: 1:30 pm

Attendance

Prof. R.N. Deshmukh (HOD)	-	<input checked="" type="checkbox"/>
Prof. P.S. Tiwari	-	<input checked="" type="checkbox"/>
Dr. R.H. Mahakhode	-	<input checked="" type="checkbox"/>
Dr. R.P. Sanwalkar	-	<input checked="" type="checkbox"/>
Dr. S.S. Deshmukh	-	<input checked="" type="checkbox"/>

**Minutes of the departmental council meeting held on  
19<sup>th</sup> July 2023**

Dr.R.H.Mahakhode, secretary of the departmental council meeting welcomes the Hon'ble Chairman and Head Prof.R.N.Deshmukh & staff 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 19<sup>th</sup> July 2023**

The departmental meeting held on 19<sup>th</sup> July 2023 at 1.30 pm. All staff members were present. The secretary read the minutes of the previous meeting held on 13<sup>th</sup> April 2023 & minutes were confirmed by departmental council.

**Item II- Welcome and introduction of New Faculty Member in department.**

The Hon'ble Chairman/Head welcome and felicitate new faculty member in department Dr. Sharayu S. Deshmukh by giving Bouquet. All staff members also congratulate the madam.

**Item III- 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 IV- Distribution of Departmental Committees**

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 and course coordinator of Mushroom Cultivation; Dr.R.P.Sonwalkar will be the convener of Botanical Terrace Garden; Dr.S.S.Deshmukh will be the convener of Green Activities.

**Item V- Discussion on admission process of PG in Botany**

Post graduation in Botany newly started in the session 2023-24. 22 seats are sanctioned for Botany. From this session syllabus of PG is according to NEP. Head of department allotted admission work of M.Sc. I (PG) to Dr.R.H.Mahakhode & Dr.S.S.Deshmukh.

**Item VI- Discussion on proposed excursion tour for UG & PG**

HOD discussed about the Excursion Tour with staff members. Place and date was finalized short study tour i.e., Pench Forest & Dam, Ghogra Mahadev &



Shiv thirth on 16/10/2023. One long tour will be decided for PG students in the month of January 2024.

**Item VII- Updation of departmental activities of the session 2022-23 on college website**

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

**Item VIII- Discussion regarding the activities including Centenary celebrations of RTMNU- 100 activities will carried out in session 2023-24**

Head of Department and faculty members discussed about the various activities taken by the 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. He asked conveners to prepare the reports of respective activities and upload on the college website.

**Item IX- Discussion on submission of Research Pre-proposal to various agencies**

HOD asked faculty members to submit the research pre-proposal to various funding agencies like DBT, DST, DRDO, UGC, CSIR, MHRD, SERC, ICSSR etc.

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

*Read & confirmed*  
Prof. *[Signature]*  
Department of Botany,  
SSES Am's Science College,  
Congress Nagar, Nagpur-12

## **ACTION TAKEN REPORT**

### **Meeting on 19<sup>th</sup> July 2023**

The meeting was conducted on 19<sup>th</sup> July 2023, the department took several significant actions to ensure a successful academic year. The department welcomed and integrated a new faculty member, Dr. Sharayu S. Deshmukh, who was introduced to the departmental responsibilities and ongoing projects. The syllabus for the odd semesters was distributed among the faculty, ensuring that all teaching and practical responsibilities were clearly assigned. Departmental committees were restructured, with specific roles and responsibilities allocated to enhance the efficiency and effectiveness of departmental operations. The department also prepared for the admission process of the newly introduced Post Graduate (PG) program in Botany, which began in the 2023-24 session with 22 seats available.

The HOD allocated the admission work to Dr. R.H. Mahakhode and Dr. S.S. Deshmukh, ensuring a smooth and organized process. Additionally, the department finalized plans for an educational excursion tour for both UG and PG students, with a short study tour to Pench Forest & Dam and a long tour for PG students planned for January 2024. The department also focused on updating the departmental activities of the 2022-23 session on the college website, ensuring that all events, workshops, and achievements were accurately documented and accessible. Plans for continuing the centenary celebration activities and preparing research pre-proposals for submission to various agencies were also discussed, positioning the department for continued academic and research excellence.



**Dr. R.H. Mahakhode**



**Prof. R. N. Deshmukh**

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

Date: 30/10/2023

**NOTICE**

All the staff members are requested to attend the Departmental Council Meeting will be held on 31<sup>st</sup> Nov. 2023 at 1.30 pm.

*Mahabade*

Secretary

Departmental Council Meeting

*[Signature]*

Pro Head and Head  
Department of Botany,

Department of Botany,  
Congress Nagar, Nagpur-42

**Agenda of the Meeting**

1. Confirmation of last minutes
2. Discussion on Completion of odd semester syllabus
3. Submission of Internal assessment marks for odd semester
4. About forthcoming regular theory & practical examination of odd semester
5. About Skill Based Programme and self finance certificate course.
6. Discussion on Projects to be undertaken and submission of research papers to UGC-CARE and Scopus journals
7. Planning about Botanical terrace garden
8. Preparation of Action Plan (2022-23) & Future Plan (2023-24)
9. Discussion on updating of departmental profile on college website for current session 2023-24
10. Any other matter

Staff members

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

Signature

*P.S. Tiwari*  
31/10/2023

*[Signature]*  
31/10/2023







Date | 31<sup>st</sup> Nov. 2023

Departmental Council Meeting

Time: 1:30 pm

Attendance

- Prof. R.N. Deshmukh (HOD) -
- Prof. P.S. Tiwari - 
- Dr. R.H. Mahakunde - 
- Dr. R.P. Sawalkar - 
- Dr. S.S. Deshmukh - 

**Minutes of the departmental council meeting held on  
31<sup>st</sup> November 2023**

The departmental meeting held on 31<sup>st</sup> November 2023 at 1.30 pm. All staff members of the department were present. Dr.R.H.Mahakhode, secretary of the departmental council meeting greeted the Hon. 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 19<sup>th</sup> July 2023**

The departmental meeting held on 31<sup>st</sup> November 2023 at 1.30 pm. All staff members were present. The secretary read the minutes of the previous meeting held on 19<sup>th</sup> July 2023 & minutes were confirmed by departmental council.

**Item II- Discussion on Completion of odd semester syllabus**

The Hon'ble Chairman 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 odd semester**

The Hon'ble 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 allotted by University.

**Item IV- About forthcoming regular theory & practical examination of odd semester**

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

**Item V- About Skill Based programme and Self finance certificate course.**

The Hon'ble Chairman asked to the convener Prof. P.S. Tiwari about the upcoming workshop on Plant Tissue Culture self finance certificate course. Chairman/Head also asked to the convener Dr.R.H.Mahakhode about the current status of certificate course in Mushroom Cultivation under the Department of Life Long Learning & Extension, RTMNU, Nagpur.

**Item VI- Discussion on Projects to be undertaken and submission of research papers to UGC-CARE and Scopus journals**

The Hon'ble Chairman asked faculty members to submit the research pre-proposal to various funding agencies like DBT, DST, DRDO, UGC, CSIR, MHRD, SERC, ICSSR etc.



The Hon'ble Chairman/Head discussed about the submission of quality research papers only in UGC-CARE, Web of Science and Scopus journals for NAAC point of view.

**Item VII- Planning about Botanical terrace garden**

The Hon'ble Chairman asked colleagues to plan Botanical terrace garden for upcoming NAAC in session 2024-25. He also urged the staff members to get ready with planning of Hydroponics, Nursery and Soil less roof top organic farming projects with the involvement of the students.

**Item VIII- Preparation of Action Plan (2022-23) & Future Plan (2023-24)**


The Hon'ble Chairman asked the colleagues to prepare action plan of various activities for the session 2022-23 and future plan for the session 2023-24 and submit the details of these activities to IQAC.

**Item IX- Discussion on updating of departmental profile on college website for current session 2023-24**

The Hon'ble Chairman/Head asked about the departmental activities and prepared the reports of respective activities and upload all these activities with photographs and students signature on college website.

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

Confirmed

Prof.   
Department of Botany,  
SSES Amt's Science College,  
Congress Nagar, Nagpur-48

**ACTION TAKEN REPORT**  
**Meeting on 31<sup>st</sup> November 2023**

The department took several critical actions following the meeting on 31<sup>st</sup> November 2023. The completion of the syllabus for the odd semester was confirmed, with all faculty members reporting that regular class tests, seminars, and assignments had been completed. The department made thorough preparations for the upcoming regular theory and practical examinations, ensuring that all necessary arrangements were in place for the smooth conduct of exams. The Skill-Based Program in Mushroom Cultivation and the Self-financed Certificate course in Plant Tissue Culture were reviewed, with the HOD requesting updates from the respective conveners on the progress and student participation in these courses.

The department also initiated planning for a Botanical Terrace Garden project, which is intended to be a showcase of sustainable and innovative botanical practices in preparation for the upcoming NAAC accreditation. In addition, the department focused on the submission of research proposals to various funding agencies, including DBT, DST, and UGC, and emphasized the importance of publishing research papers in UGC-CARE and Scopus-indexed journals to enhance the department's academic reputation. The action plan for the session 2022-23 was reviewed, and a future plan for 2023-24 was developed, outlining key activities and goals. Finally, the department updated its profile on the college website, ensuring that all recent activities, achievements, and projects were accurately reflected online.

*Mahakhode*

**Dr. R.H. Mahakhode**



*Bery*

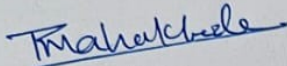
**Prof. R. N. Deshmukh**  
HEAD  
DEPARTMENT OF BOTANY  
SHRI SHIVAJI EDUCATION SOCIETY  
AMRAVATI'S SCIENCE COLLEGE  
CONGRESS NAGAR, NAGPUR

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

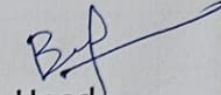
Date: 23/03/2024

**NOTICE**

All the staff members are requested to attend the Departmental Council Meeting will be held on 26<sup>th</sup> March 2024 at 12.30 pm.

  
Secretary

Departmental Council Meeting

  
Head

Department of Botany

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

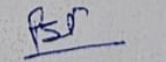
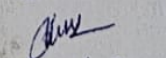
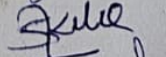
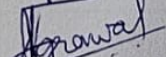
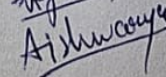
**Agenda of the Meeting**

1. Confirmation of last minutes
2. Discussion on completion of syllabus regarding even semester
3. Preparation of department and activities reports for the current session 2023-24
4. Discussion on uploading of dept. activities on college website
5. Preparation of Action plan for the session 2024-25
6. Discussion on Skill based course on Mushroom Cultivation and Self finance course on Plant Tissue Culture
7. Submission of Internal assessment marks for even semester
8. File updation
9. Any other matter

Staff members

1. Prof. P.S. Tiwari
2. Dr. R.P. Sonwalkar
3. Dr. S.S. Deshmukh
4. Ms. Shruti Agrawal (Adhoc)
5. Ms. Aishwarya Zure (Adhoc)

Signature



Date: 26<sup>th</sup> March 2024

Departmental Council Meeting

Time: 12:30 pm

### Attendance

Prof. R.N. Deshmukh (HoD)	-
Prof. P.S. Tiwari	- <del>P.Tiwari</del>
Dr. R.P. Sonwalkar	- <del>R.P.</del>
Dr. S.S. Deshmukh	- <del>S.S.</del>
Dr. R.H. Mahakhede	- <del>R.H.</del>
Ms. Shreuti Agrawal (Adhoc)	- <del>Agrawal</del>
Ms. Aishwarya Zure (Adhoc)	- <del>Aishwarya</del>

## **Minutes of the Departmental Council Meeting held on 26<sup>th</sup> March 2024**

The departmental meeting held on 26<sup>th</sup> March 2024 at 12.30 pm. All staff members of the department were present. Dr.R.H.Mahakhode, Secretary of the Departmental Council Meeting greeted the Hon. Chairman/Head Prof.R.N.Deshmukh & staff members of the departmental council. Secretary requested the Hon. Chairman to initiate the proceeding.

### **Item I- Confirmation of minutes of the previous meeting held on 31<sup>st</sup> November 2023**

The departmental meeting held on 26<sup>th</sup> March 2024 at 12.30 pm. All staff members were present. The secretary read the minutes of the previous meeting held on 31<sup>st</sup> November 2023 & minutes were confirmed by departmental council.

### **Item II- Discussion on completion of syllabus regarding even semester**

The Hon'ble Chairman 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- Preparation of department and activities reports for the current session 2023-24**

Head of department asked the colleagues about the departmental activities and prepared the reports of respective activities like World Environment Day, World Nature Conservation Day, Green Rakhi, Excursion Tour, Guest lectures by eminent personalities, MOU agreement with Organo Mushrooms, Workshops on Plant Tissue Culture and Plant Propagation techniques; Certificate course in Mushroom Cultivation, Visit to various institutions & laboratory, Hydroponics project etc.

### **Item IV- Discussion on uploading of dept. activities on college website**

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

### **Item V- Preparation of Action plan (2023-24) & future plan for the session 2024-25**

Chairman asked the colleagues to prepare action plan of various activities for the session 2023-24 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 2024-25.



**Item VI- Discussion on Skill based course on Mushroom Cultivation and Self finance course on Plant Tissue Culture**

Head of department discussed with the conveners about the self finance course and skill based course.

Prof.P.S.Tiwari, Convener conducted three days workshop on Plant Tissue Culture Technique under self finance certificate course on 9<sup>th</sup> & 10<sup>th</sup> February, 2024. Forty seven students were admitted for this course.

Dr.R.H.Mahakhode, Convener organized four days workshop and guest lectures on Mushroom Cultivation, skill based certificate course under Department of Lifelong learning and Extension, RTMNU, Nagpur. Thirty eight students were admitted for this course. Mrs. Priya A. Bavaskar, Founder and Director, organo Mushroom was invited as expert to guide the students.

**Item VII- 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; M.Sc. Sem. II and asked to Keep ready list of distribution of marks in prescribed format i.e., attendance, surprise/unit test and assignments.

**Item VIII- File updation**

Chairman asked, staff members should update their personal files and also NAAC files from 2017 onwards. It includes conferences attended, Paper publications, activities, Univ. results, green audit etc.

**Item IX- Any other matter**

The Hon'ble Chairman asked colleagues to plan Botanical terrace garden for upcoming NAAC in session 2024-25. He also urged the staff members to get ready with planning of Hydroponics, Nursery and Soil less roof top organic farming projects with the involvement of the students.

**The meeting ended with vote of thanks to the chair.**



## **ACTION TAKEN REPORT**

### **Meeting on 26<sup>th</sup> March 2024**

The meeting was held on 26<sup>th</sup> March 2024, the department took several key actions to ensure that the academic year ended successfully and that preparations for the next session were in place. The completion of the syllabus for the even semesters II, IV and VI was confirmed, with faculty members reporting that all units and papers had been covered comprehensively.

The department also prepared detailed reports of all departmental activities for the 2023-24 session, which were compiled and submitted as part of the departmental report. These reports were also uploaded to the college website, ensuring that the department's achievements were documented and accessible to a wider audience. The action plan for the 2024-25 session was developed, outlining the department's goals and initiatives for the upcoming academic year. The department also continued its focus on skill-based learning, reviewing the progress of the Mushroom Cultivation Skill-Based Course and the Self-financed course in Plant Tissue Culture.

Internal assessment marks for the even semesters were allocated and submitted, ensuring that all administrative tasks were completed in a timely manner. Additionally, the department focused on file updation, ensuring that all records, including NAAC files, were up-to-date and ready for future audits. These actions collectively ensured that the department maintained its high standards of academic and operational excellence, positioning it for continued success in the upcoming academic year.



**Dr. R.H. Mahakhode**



**Prof. R. N. Deshmukh**