

DIGBOI COLLEGE



DIGBOI -786171

Record of Minutes/Proceeding of Departmental Meeting

Session June 2023 to December 2023



Departmental Meeting

Date: 05/08/2023

A general staff meeting held today in teachers common room of Botany dept., Digboi College and following are the discussion taken in the meeting.

- 1) A mushroom ^{cultivation} training programme ~~will~~ will be organised during Dec 23-January 24 preferably among village women in local village.
- 2) Need to complete the 3rd batch course of Mushroom farming and do the process for starting a new batch (4th batch)
- 3) Need to carry out faculty exchange programme under MOU sign between J.B. college & Digboi college.
- 4) Adapting at least two schools neighbouring area and provide academic assistance.
- 5) Publishing ~~news~~ dept. news letter (Botany) of 2022-23
- 6) Conducting a student seminar competition.
- 7) Arrange population talk on RM/IPR among students.

Sl. No.	Name	Signature
1	D. H. Das	
2	Dr. D. Das	
3	Mrs. M. Kalita	
4	Miss R. Chetry	Reshma

Department of Botany, Digboi College

Meeting Minutes

Date: 27/09/2023

A regular meeting among faculty members of department of Botany, Digboi College held today i.e. on 26th September 2023 in staff common room of departmental premises to discuss various agenda and following decisions are taken.

- 1) After verifying class attendance of all the students of B.Sc. 3rd sem (Botany honors), B.Sc. 3rd sem (Botany generic) and B.Sc. 5th sem (Botany honors) are found above the prescribe range as suggested by Academic board meeting held on 23rd September 2023.
- 2) The department will shortly organize three webinars on topics like Research methodology, IPR and Plant Taxonomy.
- 3) The department will shortly organize a talk on Mushroom cultivation by some farmers to share their experiences for students of Mushroom farming add-on course.
- 4) Discussion on different issues that were raised in Academic board meeting held on 23rd September 2023.
- 5) Discussion on course progression of current academic session.

Name of faculty members

Dr. T.C. Dutta.....
 Dulu Moni Das.....
 Dr. Dimpy Das.....
 Mamita Kalita.....
 Reshma Chetry.....
 Barasha Moran.....

Signature

27/9/23

 27-9-23

 27/9/23

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 27/9/23

Department of Botany
 Digboi College

Department of Botany, Dig'boi College

Meeting minutes

Date: 29/9/2023

An emergent meeting held among faculty members of Botany department to discuss about the few important agenda and following decisions are taken.

1) Extension of service period of Dr. T. C. Duttā for another one month i.e. upto 31st October 2023.

2) Seminar need to be presented by students of 1st Sem (GEC) students to fulfill 10 credit of Internal examination of Generic Elective course

3) Name of faculty

1) D. H. Das


2) Dr. D. Das

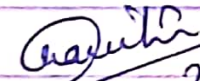
3) Mrs. M. Kalitā

4) Ms. R. Chetry

5) Ms. B. Moran

Signature


DH 29/9/23.


Reshna 29/9/23

B. Moran

DIGBOI COLLEGE



DIGBOI -786171

Record of Minutes/Proceeding of Departmental Meeting

Session January 2024 to May 2024

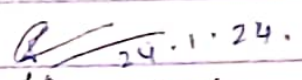
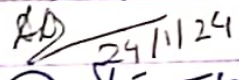
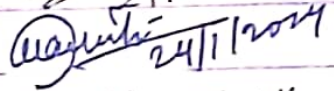
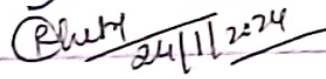


Department of Botany, Dig'bai College.

Meeting minutes; Date: 24/01/2024.

A general meeting held today in the department of Botany, Dig'bai College to discuss about various academic matters and following are the decisions taken -

- 1) Discussion on class routine and course distribution
- 2) Discuss about academic matter related to P.G courses.
- 3) Strategies for academic improvement of our students.
- 4) Discussion on organising Mushroom training programme.
- 5) Discussion on organising Popular talk / Guest-lecture programmes.
- 6) Miscellaneous.

<u>Name of faculty</u>	<u>Signature</u>
1) D. M. Das	 24.1.24.
2) Dr. D. Das	 24/1/24
3) Mrs. M. Kalita	 24/1/2024
4) Miss R. Chetry	 24/1/2024

Departmental Staff meeting

Date: 21/02/2024.


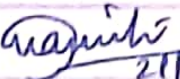
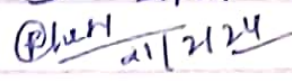
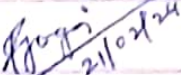
Venue: Dept. of Botany, Digboi College.

A general meeting held today in department on different academic matter and following are the minutes of the meeting.

1) Discussion on offering SEC by the department as suggested by Academic board, Digboi College.

2) Discussion on scholastic and non-scholastic plan for session-24-25 and tentative budget for the said events.

3) Discussion on course progression.

<u>Name of faculty</u>	<u>Signature</u>
1. D.M. Das	 21.2.24
2. Dr. D. Das	
3. Mrs. M. Kalita	 21/2/2024
4. Miss R. Chetry	 21/2/24
5. Miss B. Moran	B. Moran/  21/02/24
6. Miss P. Gogoi	