

DC meeting of Department of Botany and Forestry held on 14.01.2020 in the chamber of HOD.

Members present:

Dr. Debdulal Banerjee (Head and Chairman)

Prof. Amal Kumar Mondal

Mr. Ram Kumar Bhakat

Dr. Asis Kumar Nandi

Dr. Prakas Karmakar

Dr. Nilanjana Banerjee

Dr. Gunjan Biswas

Resolutions:

1. Resolutions of the meeting held on **17.12.2019** in the chamber of HOD were confirmed.
2. HOD informed the members of DC regarding a forwarded letter from Dean, Faculty of Science (Dated 10.01.2020) *submitted by Prof. A. K. Mondal regarding purchase of some essential chemicals under BOOST.*

In response of a query sought by the Dean, Faculty of Science with respect to a letter from Prof. A. K. Mondal regarding submission of a bill totaling Rs. 1, 28, 659 for purchase of some essential chemicals under BOOST programme, the ***DC found discrepancies in the process of submission of bill, its contents and procedure of purchase.***

- i) Like seven printer cartages were purchased.
- ii) Two wooden book selves were purchased.
- iii) Quick heal antivirus 6 sets were purchased each having 3 users licence for three years. Totaling 18 users. But who were the users is unknown.
- iv) Total 13 bills of nearly Rs. 10,000 each to avoid purchase committee.
- v) A chemical like Vitexin of unknown use in the list purchased 4 vials pricing about Rs. 20,000.

DC also found that most of the items in the accompanying bills are not chemicals (though claimed in letter as essential chemicals) and are purchased repeatedly. Also DC observed the submission date of those bills are 20.12.2019 which is about a month after the D.C.'s resolution made on 27.11.2019 to forward any communication regarding BOOST through the Head, Department of Botany and Forestry, which was not done. Although D.C. advised to Coordinator, BOOST (Prof. A. K. Mondal) to purchase some computers and other materials for the department. Which he has not yet made.

Coordinator BOOST Prof. A. K. Mondal informed the DC on the meeting today (14.01.2020) regarding the issue that the items he has purchased are essential for research under BOOST. However it was not convincing for all other members of DC because all of them are ignorant about the purchase and uses of the materials.

D.C. resolved to request Hon'ble Vice Chancellor for his kind guidance in this issue.

3. DC resolved to request University Executive Engineer to visit the Department and make a plan and estimate for renovation of departmental laboratories to utilize the Fund of Rs. 15 Lakh under SAP programme. Renovation of following places to be done:
 - i) Ground floor laboratory (Lighting, table, rack).
 - ii) 1st floor lab (water connection, electrical, lighting)
 - iii) Office (electrical)
 - iv) Room opposite to computer lab (for shifting of Laminar air flow, False ceiling, channel window, shifting of an AC from computer room, auto closed door)
 - v) Research lab (table, instrument wise short partition, Renovation of AC)
 - vi) Repository (Museum type almirah (wooden and Stainless steel with glass window)
 - vii) Herbarium in old building inside part (Pigeon hole wooden almirah 2 pcs 6.5 (B) x 8.5 (H) x 2 (D); 3+3 selves 10 hole in each row with 10 inch size and 1 pc 4.5 (B) x 8.5 (H) x 2 (D); 2+2 selves 10 hole in each row with 10 inch size; Sliding doors with front side glass with wooden polish or mika. AC 1.5T, 1 Pc)
 - viii) Computer room (renovation, space for microscopy, false separation at middle, light etc)
 - ix) SAP instrument room in old building outside part (Good quality Wooden table with partition in each, mika finish, channel window, aluminum partition after gate with door; AC 1.5 T 2 Pc, digitations chamber aluminum (false, half partition)
4. **Regarding National seminar** on “Plants, Microbes and Environmental Research”; Secretaries informed they have submitted application to SERB, GOI for funding. Date fixed for the seminar is 16 and 17 March, 2020. D.C. found the progress for preparation of seminar as satisfactory.
5. **PhD. Course work for 2019** batch will start from 2nd week of February, 2020.
6. **Miscellaneous items:**
 - i) HOD requested the members of DC for their suggestions in up lifting the academic standard of the department. Prof. A. K. Mondal suggested, approaching funding agencies for more funding to the department. Dr. A. K. Nandi suggested to upgrade

departmental laboratories. Dr. Nandi also suggested to install a camera attached microscope for general laboratory.

- ii) Recording of voice in mobile during DC or any other meeting without taking prior permission is an offence. HOD informed the members of DC regarding the same. Members agreed that appropriate action be taken if any one violates that ethics.
- iii) 2nd semester 2-3 days tour for practical paper (F.M. 25) to be conducted by Dr. P. Karmakar and Dr. N. Banerjee in February, 2020 preferably in university holiday. Prof. A. K. Mondal proposed to organize a of three days at Dooars and adjoining areas for Bot 201 paper and also for 4th semester taxonomy special paper students. Dr. G. Biswas agreed to join the said tour.
- iv) Junk materials available in department will be disposed off (Computer materials, non repairable instruments, broken furniture etc.). Key for almirah (if not available) will be repaired. If locks are there in doors without keys will be removed.
- v) DC noted (notification no VU/R/ Noti/20/2020 dated 10.01.2020) committee for Departmental student grievance Redressal as
HOD: Chairperson
Prof. A. K. Panda: Member
Prof. J. Bandyopadhyay: Member
Mr. A. Mukherjee (Student): Special invitee
Dr. P. Karmakar: Convener
- vi) HOD informed members of DC regarding his communications by email with PCCF regarding preparation of a project proposal.
- vii) Members of DC requested coordinator BOOST to provide details of expenditure already done under BOOST and proposal initially submitted to DST, WB for BOOST funding. As Prof. A. K. Mondal unable to submit the requested documents during DC. DC requested him to submit the proposal and expenditure details to Head, Department of Boany and Forestry with in 16.01.2020 so that discussion on same may be done on 20.01.2020.
BOOST is a departmental projectbut no meeting organized except one on August, 2017. Purchase everything was done by Prof. Mondal alone and not involving any other faculty members of the department or DC.
In view of the left two months only tenure of the programme, regarding the remaining amount of Rs. 3.7 lakh under BOOST, DC is still under dark. Early appropriate utilization of the same is needed. Hon'ble Vice Chancellor will be requested to look into the matter.
- viii)HOD informed the DC about a letter from Development of Officer (VU/DO/Space/08/2020 dated 14.01.2020) to make a repository in the department initially with donated materials from Mrs. Sabitri Jana. As per letter DC agreed to use the room opposite to HOD chamber now under possession of Prof. A. K. Mondal. After visiting the said room members of DC requested Prof. A. K. Mondal to vacate

the room. Prof. A. K. Mondal agreed to vacate the room for preparation of repository with in 17.01.2020. HOD was requested to make arrangement for smooth shifting of the same.

- ix) Discussion on SAP and BOOST progress and utilization will be held in Chamber of HOD at 12.30 p.m. on 20.01.2020.

The meeting ended with thanks to the chair.



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