



Government of Maharashtra's

Ismail Yusuf College of Arts, Science and Commerce,

Jogeshwari (East), Mumbai 400 060.

Tel. No. (Office) 022-28352881

Tele-Fax (Principal) 022-28202188

Department of Botany

Academic Year 2022-23

Date: 12-June-2022

Meeting No.1

Meeting Notice

All facilities are cordially invited for departmental meeting scheduled on 20-June-2022.

Meeting will be held with following agendas:

- Introduction of newly appointed teaching staff
- Workload Allotment
- Preparation of Timetable
- Preparation of Departmental Calendar for events

Venue: TY Botany Lab

Time: 11 am



Dr Amit Saraf

Head Of Department of Botany
Department of Botany

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Department of Botany

Academic Year 2022-23

Meeting 01

Minutes of The Meeting held on 20-June-2022

Venue: TY Botany Lab

Time: 11 am

Head of Department of Botany welcomed the staff and following points were discussed during the meeting.

• Introduction of newly appointed teaching staff

Introduced the newly recruited teaching staff to the members. The new staff members were oriented about the college, its vision, mission, core values, activities and goals by the Head of department.

• Workload Allotment:

Workload allotment is done based on the specialization and experience of the faculty members in the department.

• Preparation of Timetable:

It is unanimously decided that timetable has to be prepared as per workload prescribed in University of Mumbai's curriculum.

• Preparation of Departmental Calendar for events

It is unanimously decided that departmental calendar will be prepared after taking inputs from department staff and by considering the university timeline.



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Department of Botany

Academic Year 2022-23

Action taken report

The action taken as suggested by HOD, Science Co-ordinators. Suggestions were implemented and appropriate action taken as recommended in the meetings held on 20.06.2022.

1.	Timetable has been prepared and approved by Principal.
2.	Departmental Calendar has been prepared by HoD and Science Co-Ordinator and got approved from Principal.
3.	Workload allotment is done based on specialization and experience of each faculty members.
4.	Faculties have shared their teaching plans with HOD Also started maintaining Daily Diaries for lecture records.



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Department of Botany

Academic Year 2022-23

Date 06 August 2022

Meeting No.2

All facilities are cordially invited for departmental meeting scheduled
on 12-August-2022

Meeting will be held with following agendas:

- Review of previous meeting
- Discussion about Internal Examination
- Allotment of Mentors
- Syllabus Completion
- Monitoring of Students Attendance
- Evaluation of Student's Learning Progress
- Planning Azadi Ka Amrut Mohotsav activities
- Preparation of Question Papers for upcoming ATKT & Regular Exams

Venue: TY Botany Lab

Time: 11 am

Dr. Amit Saraf

Head, Department of Botany

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Department of Botany

Academic Year 2022-23

Meeting No.2

Minutes of The Meeting held on 12-August-2022

Venue: TY Botany Lab

Time: 11 am

Head of Department of Botany welcomed the staff and following points were discussed during the meeting.

• **Review of previous meeting:**

The meeting commenced by reading the minutes of the last meeting, which were unanimously approved.

• **Discussion about Internal Examination:**

It was decided that Internal examination of BSc students will be held in 1st Week September. Timetable for the same should be circulated to students in next two days. All the necessary arrangements of Question Paper printing, Seating Arrangement and supervisor's duties have to be done by teachers under the guidance of Senior faculty. Internal Examination has to be conducted with utmost seriousness. Syllabus should be informed 10 days before the internal exams.

Timetable for the same will be prepared and should be circulated in students group.

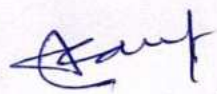
• **Allotment of Mentors:**

Role of Mentor – mentee system for redressal of student grievances was discussed. It was resolved to allot mentor to each class.

• **Syllabus Completion:**

All teachers informed to complete their syllabus by month of September; if required teachers can engage extra lectures.




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Department of Botany

- **Monitoring of Students Attendance:**

It is unanimously decided that attendance of students to be monitored monthly and report to be submitted to HOD at the end of the month.

- **Evaluation of Student's Learning Progress**

It is unanimously decided to monitor the continuous learning progress through various types of assessments such as Assignments, Quiz, Group Discussions etc.

- **Planning Azadi ka Amrut Mohotsav events from the Department.**

Everyone agreed upon celebrating 75th Independence Day by organizing floral rangoli competition and Planting 75 sapling in the campus

- **Preparation of Question Papers for upcoming ATKT & Regular Exams**

All the teachers were informed to keep question papers ready for Semester I, II, III, IV (ATKT – 02 Sets & Regular -03 Sets) by 20th September 2022. It will further be checked by HoD.

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Academic Year 2022-23

Meeting No.2

Action taken report of Meeting taken on 12-August-2022

Venue: TY Botany Lab

Time: 11 am

The action taken as suggested by HOD and Science Co-ordinators. Suggestions were implemented and appropriate action taken as recommended in the meetings held on 12-August-2022

1.	Internal Examination Timetable has been prepared and displayed on Notice Boards.
2.	Syllabus Completion Status were reviewed by HOD on 30 th September, 2022
3.	Students Attendance Report was displayed on Notice Board by the Month End.
4.	Student's Learning Progress report was taken by respective heads from teaching staff.
5	Question Papers were submitted by Teachers on 25.09.2022 to HoD.
6.	To celebrate 75 th Year of Independence Dep. Of Botany organized a Floral rangoli competition on 13 th August 2022, 68 students participated
7.	By planting 75 saplings Dept. Of Botany celebrated a 75 th Independence Day 32 students along with 5 faculty members carried of plantation drive.



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Academic Year 2022-23

Meeting No. 3

Meeting Notice

Date: 18-November-2022

All facilities are cordially invited for departmental meeting scheduled
on 25-November-2022

Meeting will be held with following agendas:

- Review of previous meeting
- Result Analysis
- Internal Examination
- To Conduct of seminars and other activities
- To encourage students to participate in various activities
- Preparation of Timetable

Venue: TY Botany Lab

Time: 11 am



Dr. Amit Saraf

Head, Department of Botany

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Department of Botany

Academic Year 2022-23

Meeting No.3

Minutes of Meeting of Meeting conducted on 25th November 2023

Venue: TY Botany Lab

Time: 11 am

HOD welcomed the staff and following points were discussed during the meeting.

- **Review of previous meeting:**

The meeting commenced by reading the minutes of the last meeting, which were unanimously approved.

- **Result Analysis**

The result analysis for each class was done by Head. The action to be taken for improving result was reviewed.

- **Discussion about Internal Examination:**

It was decided that Internal examination of students will be held as per schedule. Syllabus should be informed 10 days before the internal exams.

- **To Conduct of seminars and other activities**

It was decided that seminars and workshops should be organised for students' skill development.

- **To encourage students to participate in various activities**

Authorities informed teachers to encourage students to participate in various activities and competition to be held in college and intercollege festivals.

- **Preparation of Timetable:**

Timetable has to be made for BSc – Sem, II, IV, VI Botany theory and practical session and the same should be informed to students immediately.



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Department of Botany

Academic Year 2022-23

Meeting No.3

Action Taken Report of Meeting conducted on 25th November 2022

Venue: TY Botany Lab

Time: 11 am

The action taken as suggested by HOD and Science Co-ordinators. Suggestions were implemented and appropriate action taken as recommended in the meetings held on 25th November-2022.

1.	Internal Examination Timetable has been prepared and displayed on Notice Boards.
2.	Timetable for FY, SY, TY was prepared and displayed on notice board
3.	Students were informed about college fest and cultural activities



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Department of Botany

Academic Year 2022-23

Date: 21-January-2023

Meeting No.04

Meeting Notice

All faculties are cordially invited for departmental meeting scheduled
on 23-January -2023

Meeting will be held with following agendas:

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- **Review of previous meeting**
- **Discussion about Internal Examination**
- **Review of Mentor-Mentee Reports**
- **Syllabus Completion**
- **Monitoring of Students Attendance**
- **Evaluation of Student's Learning Progress**
- **Planning long excursion and Short Excursion**

Venue: TY Botany Lab

Time: 11 am



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Department of Botany

Academic Year 2022-23

Meeting 04

Minutes of Meeting of Meeting conducted on 23rd January 2023

Venue: TY Botany Lab

Time: 11 am

Head of Department of Botany welcomed the staff and following points were discussed during the meeting.

- **Review of previous meeting:**

The meeting commenced by reading the minutes of the last meeting, which were unanimously approved.

- **Discussion about Internal Examination:**

It was decided that Internal examination of BSc students will be held in 1st Week September. Timetable for the same should be circulated to students in next two days. All the necessary arrangements of Question Paper printing, Seating Arrangement and supervisor's duties have to be done by teachers under the guidance of Senior faculty. Internal Examination has to be conducted with utmost seriousness. Syllabus should be informed 10 days before the internal exams.

Timetable for the same will be prepared and should be circulated in students group.

- **Allotment of Mentors:**

Role of Mentor – mentee system for redressal of student grievances was discussed. It was resolved to allot mentor to each class.

- **Syllabus Completion:**

All teachers informed to complete their syllabus; if required teachers can engage extra lectures.



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- **Monitoring of Students Attendance:**

It is unanimously decided that attendance of students to be monitored monthly and report to be submitted HOD at the end of the month.

- **Evaluation of Student's Learning Progress**

It is unanimously decided to monitor the continuous learning progress through various types of assessments such as Assignments, Quiz, Group Discussions etc.

- **Preparation of Question Papers for upcoming ATKT & Regular Exams**

All the teachers were informed to keep question papers ready for Semester I, II, III, IV (ATKT – 02 Sets & Regular -03 Sets) by 5th March 2023. It will further be checked by HoD.

- **Long excursion and Short excursion planning**

Dept. of Botany will organize a long excursion to Shimla from 29th Jan 23- 4th Feb 2023.



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Academic Year 2022-23

Meeting No.4

Action Taken Report of meeting taken on 23rd January 2023

The action taken as suggested by HOD and Science Co-ordinators. Suggestions were implemented and appropriate action taken as recommended in the meetings held on 23-January -2023

1.	Internal Examination Timetable has been prepared and displayed on Notice Boards.
2.	Syllabus Completion Status were reviewed by HOD on 20 th February 2023
3.	Students Attendance Report was displayed on Notice Board by the Month End.
4.	Student's Learning Progress report was taken by respective heads from teaching staff.
5	Question Papers were submitted by Teachers on 7 th March 2023 to HoD.
6	Dept. of Botany organized a long excursion to Shimla from 29 th Jan 23- 4 th Feb 2023 46 students, 7 faculty members participated in the same, visit to DMR, Solan and CPRI, Shimla was successfully carried out.
7	Two short excursions were carried out one at Veer Jijamata Udyan at Byculla on 4 th Feb 2023 in which 46 students participated while another at Maharashtra Nature Park was on 26 th February 2023
8	Dept. of Botany led the Science Day celebrations with UN's 'International Year of Millets' theme. Various products were made by science faculty students using millets. Event took place on 28 th February 2023



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