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A meeting was held in ICT Lab-II on 9th June 2025.
The following members were present.

1. Prof. Shukla Saluja — Shukla Saluja 9.6.25
2. Dr. Manoj Thakur — 9/6/25
3. Dr. Navneet — 09/6/2025
4. Dr. M. Prajna — M. Prajna 9/6/25
5. Dr. Shantanu Mandal — Shantanu 9/6/25
6. Dr. K. Prasad — 9.6.25
7. Dr. Sunita Yadav
8. Dr. Sachin Kumar
9. Dr. Pooja Gokhale Sinha — Pokhale 9/6/25
10. Dr. Aditi Chhajer — Aditi K Chhajer 9/6/25
11. Dr. Parul Tayal — Parul 9/6/25
12. Dr. G. Krishna Kumar — 09/06/25
13. Dr. Amrita Singh — Amrita Singh 9/6/25
14. Dr. Shweta Sharma — Shweta 09/06/25

Agenda/Resolution: It is resolved to

1. Handover of charge from the previous TIC to the present TIC i.e., Dr. Pooja Gokhale Sinha to Dr. Sunita Yadav on this date i.e., 9th June, 2025.
2. To print the Syllabi of B.Sc. (H.) Botany, B.Sc. (Prog.) Life Sciences and B.Sc. (H) Biological Sciences to maintain a record for reference.
3. Decided the departmental committees for the upcoming session and duties were informed to the faculty.
4. Teachers are requested to mention their choice of papers to teach in the upcoming semester.
5. The current TIC will oversee the present session's Time table.
6. When any faculty faces any issue, it should be resolved within the department and to follow the proper protocol of hierarchy in the process of problem solving. from now on

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Department committees and members for the upcoming session are as follows:

1) Admissions Committee -
Botany - Dr. Pooja Gokhale + Dr. Shantanu + Dr. Pamil
Life Sciences - Dr. Amrita Singh
~~Biological Sciences -~~

2) Garden committee - Dr. Shantanu + Dr. G. Krishna Kumar

3) Museum Committee - Dr. Amrita + Dr. K. Prasad
& Herbarium

4) Purchase Committee - Dr. Manoj + Dr. Shweta

5) Repair Committee - Dr. Sachin + Dr. Pooja Gokhale

6) Library Committee - TIC (Dr. Sunita Yadav) + Dr. Sachin

7) Involucre - Dr. Navneet + Dr. Aditi + Dr. Pooja
Chrysalis - Dr. Navneet
Magazine Biosci. -

8) Magazine - Dr. Prajna + Dr. K. Prasad ~~+ Dr. Amrita~~ (ex)

9) Excursion - Dr. Pamil + Dr. Manoj

10) Workload Committee - Dr. Sunita (TIC) + Dr. Navneet (next TIC) + Dr. Pooja Gokhale (ex-TIC)
+ ~~Dr.~~ Prof. Shukla

Departmental NAAC Coordinator → Dr. Amrita +