

মিটিং এর নোটিশ

ক্রমিক নং: ২ (০৬৬)
তারিখ: ১১/৯/২২

মহাশয়/মহাশয়া,

স্বাগত

আগামী ২৩/৯/২২, শুক্রবার ২০২২ সাল, বেলা ১২ pm টার সময়ে

সমিতির/ক্রাবের/লাইব্রেরীর অফিস গৃহে অন্তর্-সমিতির/ক্রাবের/লাইব্রেরীর কার্যকরী সমিতির একটি সাধারণ/বিশেষ

সভার অধিবেশন বসিবে ও নিম্নলিখিত বিষয় সম্বন্ধে আলোচনা করা হইবে। আপনার উপস্থিতি আবশ্যিক।

তারিখ— ২৩/৯/২২ *Shan* Dr. Madhumita Majumder (con)
Dr. Sankuntala Choudhary (D.E) সেক্রেটারী

আলোচ্য বিষয়	সভাগণের নাম ও ঠিকানা	সভাগণের স্বাক্ষর ও তারিখ
1. Discussion reg- arding steps to be taken prior to NAAC visit.	1. Dr. M. Majumder (con) 2. Dr. S. Choudhary (D.E) Members:- 1. Dr. P. Ghosh.	<i>Shan</i> 13.9.22
2. Discussion regar- ding green audit/ ISO certification and establishment of medicinal plant garden.	2. Dr. A. Shaw 3. Prof. S. Purkait 4. Prof. A. Panda 5. n D. Pandit 6. n D. Barman 7. n J. Roy.	<i>Ananda Shaw</i> <i>Aron</i> 13/09/22 <i>Sandit</i> <i>to</i> 13/9/22
3. Miscellaneous.	8. Sk. Abul karem. 9. Prof. S. Santra 10. n S. Sing	<i>to</i> 13/9/22
* Rescheduled at 2pm.		

As per yesterday meeting (Meeting No. 1, Dt. 13/9/22) I feel we should complete the following upcoming projects within 3 months:-

- 1) Maintenance of green cover area of the Campus by gardener, departmental teachers, students, NSS team along with documented medicinal plant garden.
 - 2) Enlisting the various flora, fauna and Microbes present within the college campus specifically by Dept. Of Botany, Zoology and Microbiology.
 - 3) Preparation of landscape diversity data by Department of Geography
 - 4) Demarcating 'No Plastic zone' and strict abidance to the same.
 - 5) Arrangement of different dustbins that are placed at every corner of the different floor of both buildings and all are directed for proper use.
 - 6) Every departmental floor area should be cleaned at least once weekly basis and dustbins also should be emptied by the cleaning person provided by college authority. This practice should be maintained all through the year.
 - 7) Maintaining the proper protocol for the disposal of all different categories of solid waste like biodegradable, non-biodegradable, e-waste etc.
 - 8) Preparation of organic manure and vermicomposting of organic domestic and canteen waste.
 - 9) Monitoring of regular laboratory cleaning by departmental HODS.
 - 10) POSTER PRESENTATION- related to environmental management.
 - 11) Student volunteers need to be recruited from each department by departmental HODS for undertaking the various green activities
 - 12) To ensure campus cleanliness specify the location that has been used for junk disposal particularly non- functional instruments and other materials
 - 13) Regular AMC of instruments for proper energy utilisation
 - 14) Use of LED light in the building for proper energy consumption.
- Pt. 11, 12 & 13 in assistance with campus Maintenance committee

All the members are requested to give your valuable suggestion, action plan in this regard soon, so that we can divide the work amongst ourselves and proceed

Thank You,

Madhumita Majumder & Sakuntala Ghorai.

Madhumita Majumder 13/9/22
Sakuntala Ghorai

Sakuntala Ghorai

মিটিং এর নোটিশ

ক্রমিক নং: 3
তারিখ: 7/1/23

মহাশয়, মহাশয়া,

আপনার সন্মানার্থে বার 9/1/2023 সাল, বেলা 1 pm টার সময়ে
সমিতির/জাবেব/লাইব্রেরীর অফিস গৃহে অত্র সমিতির/জাবেব/লাইব্রেরীর কার্যকারী সমিতির একটি সাধারণ/বিশেষ
সভার আহ্বানবন্দন করিতে ও নিম্নলিখিত বিষয় সম্বন্ধে আলোচনা করা হইবে। আপনার উপস্থিতি আবশ্যিকীয়।

তারিখ—

Sahon Shakuntala Ahon সেক্রেটারী

আলোচ্য বিষয়	সভাগণের নাম ও ঠিকানা	সভাগণের স্বাক্ষর ও তারিখ
1. Discussion regarding green audit documentation.	Dr. M. Majumder (Conv)	
	Dr. S. Ghoshal (D.C.)	Sahon 9.1.23
	Members -	
1. Dr. A. Shaw		Ananda Shaw
2. Prof. A. Panda		Aharon 9/1/23
3. Prof. S. Purkait.		
4. Dr. P. Ghosh		
5. Prof. D. Pandit.		Pandit
6. K. D. Barman.		
7. Sk. A. Karim.		
8. Prof. S. K. Santra		Santra 9/1/23
9. M. S. Sing.		
10. K. J. Roy.		

3. Present status of Medicinal plant garden.

4. Miscellaneous

As per yesterday meeting (Meeting No. 1, Dt. 13/9/22) I feel we should complete the following upcoming projects within 3 months:-

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 - 2) Enlisting the various flora, fauna and Microbes present within the college campus specifically by Dept. Of Botany, Zoology and Microbiology.
 - 3) Preparation of landscape diversity data by Department of Geography
 - 4) Demarcating 'No Plastic zone' and strict abidance to the same.
 - 5) Arrangement of different dustbins that are placed at every corner of the different floor of both buildings and all are directed for proper use.
 - 6) Every departmental floor area should be cleaned at least once weekly basis and dustbins also should be emptied by the cleaning person provided by college authority. This practice should be maintained all through the year.
 - 7) Maintaining the proper protocol for the disposal of all different categories of solid waste like biodegradable, non-biodegradable, e-waste etc.
 - 8) Preparation of organic manure and vermicomposting of organic domestic and canteen waste.
 - 9) Monitoring of regular laboratory cleaning by departmental HODS.
 - 10) POSTER PRESENTATION- related to environmental management.
 - 11) Student volunteers need to be recruited from each department by departmental HODS for undertaking the various green activities
 - 12) To ensure campus cleanliness specify the location that has been used for junk disposal particularly non- functional instruments and other materials
 - 13) Regular AMC of instruments for proper energy utilisation
 - 14) Use of LED light in the building for proper energy consumption.
- Pt. 11, 12 & 13 in assistance with campus Maintainance committee

All the members are requested to give your valuable suggestion, action plan in this regard soon, so that we can divide the work amongst ourselves and proceed

Thank You,

Madhumita Majumder & Sakuntala Ghorai.

Madhumita Majumder 13/9/22
Sakuntala Ghorai

S. Ghorai 13/9/22

অনুশীলন বই

SOLUTION BOOK

সভাপতির নাম
MEMBERS PRESENT

ক্র/ Place	সময়/ Time	অনুশীলন
১৫	১৫	
১৬	১৬	
১৭	১৭	
১৮	১৮	
১৯	১৯	
২০	২০	
২১	২১	

সম্মতি / Resolutions Adopted

Blank lined area for recording resolutions.

At our yesterday meeting / Meeting No. 1, 20, 2019, the following projects were discussed:

- 1) Maintenance of green cover area of the Campus
- 2) Utilizing the various flora, fauna and Microbes in Dept. of Botany, Zoology and Microbiology.
- 3) Preparation of landscape diversity display board.
- 4) Demarcating No. Plastic zone and strict regulation.
- 5) Arrangement of different stations that are placed in buildings and all are directed to proper use.
- 6) Every departmental floor area should be cleaned and should be emptied by the cleaning person and should be maintained all through the year.
- 7) Maintaining the proper protocol for the disposal of biodegradable, non-biodegradable, e-waste etc.
- 8) Preparation of organic manure and vermicompost.
- 9) Monitoring of regular laboratory cleaning to do.
- 10) POSTER PRESENTATION related to environment.
- 11) Student volunteers need to be recruited from undertaking the various green activities.
- 12) To ensure campus cleanliness specify the location particularly non-functional instruments and etc.
- 13) Regular check of instruments for proper energy.
- 14) Use of LED light in the building for proper energy.
- 15) 10, 12 & 13 in assistance with campus.

All the members are requested to give your support so that we can divide the work among ourselves.

Thank You,
Wahumita Majumdar & Subanta Ghosh
Madhumita Majumdar
Subanta Ghosh

As per yesterday meeting (Meeting No. 1, Dt. 13/9/22) I feel we should complete the following upcoming projects within 3 months:-

- 1) Maintenance of green cover area of the Campus by gardener, departmental teachers, students, NSS team along with documented medicinal plant garden.
 - 2) Enlisting the various flora, fauna and Microbes present within the college campus specifically by Dept. Of Botany, Zoology and Microbiology.
 - 3) Preparation of landscape diversity data by Department of Geography
 - 4) Demarcating 'No Plastic zone' and strict abidance to the same.
 - 5) Arrangement of different dustbins that are placed at every corner of the different floor of both buildings and all are directed for proper use.
 - 6) Every departmental floor area should be cleaned at least once weekly basis and dustbins also should be emptied by the cleaning person provided by college authority. This practice should be maintained all through the year.
 - 7) Maintaining the proper protocol for the disposal of all different categories of solid waste like biodegradable, non-biodegradable, e-waste etc.
 - 8) Preparation of organic manure and vermicomposting of organic domestic and canteen waste.
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 - 10) POSTER PRESENTATION- related to environmental management.
 - 11) Student volunteers need to be recruited from each department by departmental HODS for undertaking the various green activities
 - 12) To ensure campus cleanliness specify the location that has been used for junk disposal particularly non- functional instruments and other materials
 - 13) Regular AMC of instruments for proper energy utilisation
 - 14) Use of LED light in the building for proper energy consumption.
- Pt. 11, 12 & 13 in assistance with campus Maintenance committee

All the members are requested to give your valuable suggestion, action plan in this regard soon, so that we can divide the work amongst ourselves and proceed

Thank You,

Madhumita Majumder & Sakuntala Ghorai.

Madhumita Majumder 13/9/22
Sakuntala Ghorai

Sakuntala Ghorai

Green Club Meeting 2

17/11/2022 (2.00PM- 4.00PM)

A meeting was arranged by Green-club sub committee on 17th November, 2022 from 2 pm to 4 pm in principal sir's chamber and also on online mode. The Principal sir presided the meeting .

Agenda:

1. Fund allocation under the kind guidance of Principal Sir for our upcoming work plan based on the collective opinion taken in the meeting No.1 dated 13/9/2022.
2. Establishment of medicinal plant garden as soon as possible as our prime objective,
3. Creation of separate unit for vermicompost production.
4. To come to a decision on green audit immediately.
5. Miscellaneous

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Madhumita Majumder, Convenor
3. Dr. Sakuntala Ghorai, Deputy Convenor
4. Dr. Arvinda Shaw
5. Dr. Payel Ghosh
6. Prof. Asim Panda
7. Prof. Joydeb Roy
9. Prof. Sk. Abul kasem
10. Prof. Debanjan Pandit
11. Prof. Durbadal Barman (Online)
12. Prof. Sankar Kumar Santra (Online)
13. Prof Bidyut Saha (Deputy Convenor, Campus Maintenance Committee)

• Guest Members

- Dr. Sisir Chatterjee, IQAC Co-Ordinator
- Dr. arunima Biswas IQAC Deputy Co-Ordinator

- 1) Convenor, Dr. Madhumita Majumder has given a briefing to all the faculty members regarding
 - a) Present Status of the work plan that was planned in previous meeting no. 1
 - b) Communicated with 3 agencies regarding green audit
 - c) Requested fund allotment from Principal Sir for the various activities of this committee, specially for medicinal plant garden establishment
- 2) Jt. Covenor Dr. Sakuntala Ghorai has requested for fund allocation to fulfillment of the committee work.
- 3) Prof. Joydeb Roy suggested and submitted few quotes for campus display.
- 4) Dr. Arvinda Shaw , put forwarded her woes regarding college waste disposable ways.

মিটিং এর নোটিশ

ক্রমিক নং: 3
তারিখ: 7/1/23

মহাশয়/মহাশয়া,

সুপ্রিয়

আগামী

শেখবাবু

বার 9/1/2023 সাল, বেলা 1 pm টার সময়

সমিতির/স্লাবের/লাইব্রেরীর অফিস গৃহে অত্র সমিতির/স্লাবের/লাইব্রেরীর কার্যকারী সমিতির একটি সাধারণ/বিশেষ সভার অধিবেশন বসিবে ও নিম্নলিখিত বিষয় সম্বন্ধে আলোচনা করা হইবে। আপনার উপস্থিতি আবশ্যিকীয়।

তারিখ—

Sahani Shakuntala Ghosh সেক্রেটারী

আলোচ্য বিষয়	সভ্যগণের নাম ও ঠিকানা	সভ্যগণের স্বাক্ষর ও তারিখ
1. Discussion regarding green audit documentation.	Dr. M. Majumder (Conv)	
	Dr. S. Choudhary (D.C.)	Sahani 9.1.23
	Members -	
	1. Dr. A Shaw.	Ananda Ghosh
	2. Prof. A. Panda	9/1/23
	3. Prof. S. Purkait.	
	4. Dr. P. Ghosh.	
	5. Prof. D. Pandit.	Pandit
	6. h D. Barman.	
	7. Sk. A. Karim.	
	8. Prof. S. K. Santra	Santra
	9. h S. Sing.	
	10. h J. Roy.	
2. Discussion will also include fund utilization from Principal Sir's fund.		

Green Club Meeting 3:

1. Convenor, Dr Madhumita Majumder has given a briefing to all the faculty members regarding
 - A] present status of the workplan that was planned in previous meeting no.2
 - B] Making aware all the members of the 20000/ advance received from principal Sir.
2. Dr. Arvinda Shaw suggested few activities from her end
 - A] Organizing an awareness programme with Sem1 students as target audience for a litter free college campus and it's execution in reality through the committee.
 - B] Selection/ appointment of volunteers of green club, Raidighi College with Badge distribution
3. It has been decided that from Principal Sir's fund (Rs.20,000/) , 5000/ will be given to Prof. Asim Panda for renovation of medicinal plant garden.
4. Dr. Shakuntala Ghorai has taken responsibility for making badge of green volunteer. (No. 50)
5. Two bins (Blue & Green coloured) will be placed in each floor of both buildings.
6. Prof. Asim Panda has also taken responsibility for making flex and posters for campus display.
7. Dr. Payel Ghosh shared her views on garden watering.
8. Prof. Sital Sing and Joydeb Roy assured his support in all the activities of the committee.

Regards,

Madhumita Majumder

Dr. Madhumita Majumder

Shakuntala Ghorai

Dr. Shakuntala Ghorai

Spr 10/23

মিটিং এর নোটিশ

ক্রমিক নং: 4
তারিখ: 27/4/23

মহাশয়/মহাশয়া,

আগামী

বুধবার

বার 3/5/2023 সাল, বেলা 2:30pm টার সম্মত

সমিতির/ক্রাবের/লাইসেন্সের অফিস গৃহে অত্র সমিতির/ক্রাবের/লাইসেন্সের কার্যকারী সমিতির একটি সাধারণ/বিশেষ সভার অধিবেশন বসিবে ও নিম্নলিখিত বিষয় সম্বন্ধে আলোচনা করা হইবে। আপনার উপস্থিতি আবশ্যিক।

তারিখ— 27/4/2023

Madhumili Majumdar
Shom Shakuntala Chakrabarti

সেক্রেটারী

৪২

আলোচ্য বিষয়	সভাগণের নাম ও ঠিকানা	সভাগণের স্বাক্ষর ও তারিখ
1. Preparing a summary of work that has been done till date.	1. Dr. M. Majumdar 2. Dr. S. Chakrabarti 3. Dr. A. Shaw 4. Dr. P. Ghosh 5. Mr. S. Purkait	Atm. 27/4/23 Shom 27.4.23 A. Shaw 2/5/2023 B 25.23 S. Purkait 27/04/2023
2. Future work plan for our medicinal plant garden.	6. Prof. A. Panda 7. K. S. K. Santri 8. Prof. S. Sing. 9. Prof. J. Roy. 10. Prof. D. Barman	Asim Pan K. S. K. Santri 27/4/23 Prof. S. Sing. 02/05/23 Prof. J. Roy 2/05/23 D. Barman 02/05/23
3. Seeking opinion to make campus plastic free prior to summer recess by our	11. Prof. D. Pandit 12. Prof. A. Karan.	Skaran

Green Club Meeting 3:

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Regards,

Madhumita Majumder

Dr. Madhumita Majumder

Shakuntala Ghorai

Dr. Shakuntala Ghorai

Sital Sing

মিটিং রেজল্যুশন বই
MEETING RESOLUTION BOOK

মিটিং / Meeting No.	4	উপস্থিত সভ্যগণের নাম	থানা / Place
তারিখ / Date	3/5/23	NAME OF MEMBERS PRESENT	সময় / Time
১. ১		১. ৪ Shikuntala Ghosh	১০: 15
১. ২		২. ৯ Madhumita Majumdar	১০: 16
১. ৩		৩. ১০ Sreyoshi Roy	১০: 17
১. ৪		৪. ১১ Sibal Saha	১০: 18
১. ৫		৫. ১২ Samanta Kumar Saha	১০: 19
১. ৬		৬. ১৩	১০: 20
১. ৭		৭. ১৪	১০: 21

নং / No. রেজল্যুশন / Resolution Adopted

1. Meeting was held on 3/5/23 at 2 P.M. The agenda being preparing a summary of work that has been done till date about green club.

2. Future plan of our medicinal plant garden :-

Prof Arin Panda shared his expertise on medicinal plant garden renovation. That the plants that died due to pesticide application, were planned to be grown again.

Members gave their opinion regarding naming of the garden.

Convener requested Prof. Arin Panda to complete the tagging of garden plants as early as possible.

Principal sir suggested QR based tagging of plants. So that common people can get the complete information regarding the plants.

রেজল্যুশন / Resolution Adopted

নং / No.

3. Dr. Shikuntala Ghosh urged green volunteers to make campus plastic free prior to summer recess.

4. Principal sir requested two faculty members from green club and four green volunteers to represent our college in the International day of Biodiversity to be held on 22nd May, at Science City Auditorium.

5. Other members assured their support in all the activities of green club.

Thank you,

Madhumita Majumdar.

3/5/23