

**Shri Swami Vivekanand Shikshan Sanstha's  
Vivekanand College, Kolhapur (Empowered Autonomous)  
Department of Biotechnology Optional  
Academic Year- 2023-24**

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7/8/2023

**NOTICE**

Hereby it is informed to all the faculties of Biotechnology Optional that the first departmental meeting is scheduled on Friday 11<sup>th</sup> August 2023 at 11.30 am in the Department of Biotechnology. The agenda of the meeting is as follows

**AGENDA**

- To discuss student strength and admission
- To discuss practical and theory syllabus
- To discuss syllabus distribution of first and second-semester
- To maintain records of student's activities
- Allotment of class teachers
- To discuss the value-added course
- To discuss the project allotment
- To discuss student-specific activities
- To distribute departmental work
- Any extra suggestions at the time of the meeting
- To discuss the arrangement of Biotechnology Day
- To organize guest lectures and study tour reports.



*[Handwritten Signature]*

Head of Department

**HEAD**  
**DEPARTMENT OF BIOTECHNOLOGY (OPTIONAL)**  
**VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)**



## Minutes of Meeting of Faculty Members of Biotechnology Optional

Held on Friday, 11<sup>th</sup> August 2023

In this term starting meeting above responsibilities are distributed to respective staff after discussing with them.

### Name of faculty present for the Meeting

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|----------------------|--------------------|
| 1. Ms. S.B. Mulla    | Head of Department |
| 2. Ms. D.A. Wajantri | Faculty Member     |
| 3. Ms, S.D, Potdar   | Faculty Member     |

At the beginning of the meeting, the head of the department welcomed the members to attend the first meeting in the department. all responsibilities of the department including Syllabus, Exams, and Visits projects are distributed to the respective faculty member by the Head of the department.

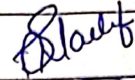
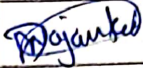
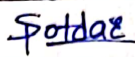
### Minutes-

- Student strength of all B.Sc. I, II, and III admitted are checked.
- Responsibilities of practical are equally distributed along with the same changed protocol.
- By considering subject specialization respective papers from the first and second semesters are distributed to the respective faculty member
- Student activities in this academic year are discussed.
- Allotment of class teachers was done.
- To provide information regarding the value-added course in the department to aware students regarding this was discussed.
- As part of the syllabus B.Sc.III students have projects for 35 Marks. So, the project allotment was discussed.

- Student-specific activities like improving their scientific writing and reading skills are discussed.
- Departmental workload is distributed.
- Any extra suggestions for Departmental profile preparation was done.
- The arrangement of Biotechnology Day was discussed like events and competitions
- Enlisting different expertise in different fields to organize guest lecture for students of B.Sc. I, II and III

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S.N.	Name of Faculty	Designation	Signature
1	Ms. Salama B. Mulla	Head of Department	
2	Ms. Dhanashree A. Wajantri	Assistant Professor	
3	Ms. Supriya D. Potdar	Assistant Professor	



  
**HEAD**  
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