

Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur (Autonomous)
Department of Biotechnology Optional
Academic Year- 2020-21

Date- 01/07/2020

NOTICE

Hereby it is informed to all the faculties of Biotechnology Optional that the first departmental meeting is scheduled on Friday 3rd July 2020 at 11.30 am at online mode. The agenda of the meeting is as follows:

AGENDA

1. Fulfilment of minutes of previous meeting
2. Workload distribution
3. Any other issue with permission of the chair
4. Organisation of online activities



A handwritten signature in blue ink, appearing to read "H. D. Patil".

Head of Department

Head

Department of Biotechnology (Optional)
Vivekanand College, Kolhapur (Autonomous)



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Minutes of Meeting of Faculty Members of Biotechnology Optional

Held on Friday 3rd July 2020

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

Name of faculty present for the Meeting

- | | |
|---------------------|--------------------|
| 1. Ms. S.H. Nadaf | Head of Department |
| 2. Ms. M.D. Ulape | Faculty Member |
| 3. Ms. A.B. Sanmukh | Faculty Member |

By online discussion with faculty members, it is decided and distributed the responsibilities of each faculty of the department.

Minutes-

1. Fulfilment of minutes of previous meeting was done.
2. Workload distribution of theory was done
3. Lectures are conducted by using Zoom or Google Meet app.
4. Organisation of online activities like online Quize

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Attendance

S.N.	Name of Faculty	Designation	Signature
1	Ms. Salama H. Nadaf	Head of Department	Present
2	Ms. Mrunal D. Ulape	Assistant Professor	Present
3	Ms. Asmita B. Sanmukh	Assistant Professor	Present



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Head of Department

Head

Department of Biotechnology (Optional)
Vivekanand College, Kolhapur (Autonomous)