

**Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur (Autonomous)
Department of Biotechnology Optional
Academic Year- 2021-22**

1/10/21

NOTICE

Hereby it is informed to all the faculties of Biotechnology Optional that the first departmental meeting is scheduled on Friday 5th October 2021 at 11.30 am in the Department of Biotechnology. The agenda of the meeting is as follows

AGENDA

1. Official welcome of B.Sc. I Students
2. Timetable and workload distribution
3. To discuss syllabus distribution of first and second-semester
4. To maintain records of student's activities
5. Allotment of class teachers
6. To discuss the project allotment
7. To distribute departmental work
8. Any extra suggestions at the time of the meeting
9. To discuss the arrangement of Biotechnology Day
10. To organize guest lectures and study tour reports.



A handwritten signature in blue ink, appearing to read "D. S. Joshi".

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 5th October 2021

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

Name of faculty present for the Meeting

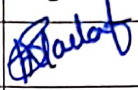

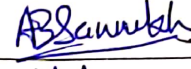

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|---------------------|--------------------|
| 1. Ms. S.H. Nadaf | Head of Department |
| 2. Ms. M.D. Ulape | Faculty Member |
| 3. Ms. A.B. Sanmukh | Faculty Member |
| 4. Ms. A.A. Jadhav | Faculty Member |

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 projects are distributed to the respective faculty members by the Head of the department.

Minutes-

1. Official welcome of B.Sc. I Students-Introduction to newly admitted students
2. Timetable and workload distribution according to papers of the semester
3. To discuss syllabus distribution of first and second-semester- students interaction by online and offline mode
4. To maintain records of student's activities- Conducted by online as well as offline mode
5. Allotment of class teachers – to maintain records of students class wise like attendance, behavior, and Mentoring
6. To discuss the project allotment to students according to the student's choice projects are allotted as dry labs like bioinformatics and wet lab projects.
7. To distribute departmental work- chemicals and glassware requirements to perform regular and final practical exam fulfillment.
8. Any extra suggestions at the time of the meeting
9. To discuss the arrangement of Biotechnology Day- Different events plan
10. To organize guest lectures and study tour reports- required to organize guest lectures online and offline mode

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



Head of Department

Head

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