

**Shri Swami Vivekanand Shikshan Sanstha's  
Vivekanand College, Kolhapur (Autonomous)  
Department of Biotechnology Optional  
Academic Year- 2022-23**

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3/8/2022

**NOTICE**

Hereby it is informed to all the faculties of Biotechnology Optional that the first departmental meeting is scheduled on Wednesday 10<sup>th</sup> August 2022 at 1.30 pm in the Department of Biotechnology. The agenda of the meeting is as follows

**AGENDA**

- To discuss student strength and the previous year's result
- To discuss practical and theory syllabi.
- 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 like e-magazine
- To discuss requirements for practical
- Any extra suggestions at the time of the meeting
- To discuss the arrangement of Biotechnology Day
- To organize guest lectures and study tour reports.



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 Wednesday, 10<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**

- |                    |                    |
|--------------------|--------------------|
| 1. Ms. S.H. Nadaf  | Head of Department |
| 2. Ms. M.S. Patil  | Faculty Member     |
| 3. 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 practical requirements Syllabus, Exams, and Visits projects are distributed to the respective faculty member by the Head of the department.

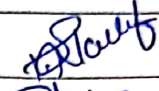
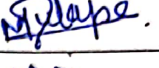

**Minutes-**

- **To discuss student strength and the previous year's result**  
-It is important to discuss this to check drop-out students.
- **To discuss practical and theory syllabi-** It is related to the new syllabus and formulation of new and easy protocols for students for better understanding of concepts.
- **To discuss syllabus distribution of first and second-semester-**  
Equal distribution of theory and practical workload to respective faculties according to their specialization.
- **To maintain records of student's activities-** to focus on student-centric activities to increase their subject interest.
- **Allotment of class teachers-** It is necessary to maintain their attendance report and regularity and maintenance of all internal and external examination records.

- **To discuss the value-added course-** To increase awareness of students. it is important to discuss this point in the meeting.
- **To discuss the project allotment-** it is a major part of the practical part of B.Sc.III students. To help them to search research papers for their projects.
- **To discuss student-specific activities like e-magazine -**Such activities are important for communication of all B.Sc. I,II, III students as well as their Eminent aluminizes placed in various fields of Biotechnology
- **To discuss requirements for practical-** New courses with new requirements of practical are discussed do not face difficulties in the regular practical courses and at the time of examination
- **Any extra suggestions at the time of the meeting- No**
- **To discuss the arrangement of Biotechnology Day-** To arrange various events and competitions on the occasion of Biotechnology Day.
- **To organize guest lectures and study tour reports.-** For the benefit of students resource persons from different areas are enlisted for Guest lecture

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S.N.	Name of Faculty	Designation	Signature
1	Ms. Salama B. Mulla	Head of Department	
2	Ms. Mrunal S. Patil	Assistant Professor	
3	Ms. Anjor A. Jadhav	Assistant Professor	



Head of Department

Head

Department of Biotechnology (Optional)  
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