

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

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11/12/2020

**NOTICE**

It is informed to all the faculties of Biotechnology Optional that the second term departmental meeting is scheduled on Tuesday 15<sup>th</sup> December 2020 at 2.30 pm in the Department of Biotechnology. The agenda of the meeting is as follows

**AGENDA**

1. Confirmation of previous minutes of the meeting
2. Distribution of practical workload
3. Internal External Evaluation
4. Requirements of the department for the next academic year



*[Handwritten Signature]*

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 Tuesday, 15<sup>th</sup> December 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     |

At the beginning of the meeting, all responsibilities of the department including practical requirements Syllabus and exams, are distributed to the respective faculty members by the Head of the department.

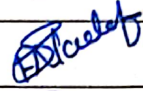

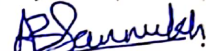
**Minutes-**

1. Confirmation of previous minutes of the meeting was done
2. Distribution of practical workload by checking available chemicals in departments
3. Internal External Evaluation of theory and practical examination was distributed
4. Requirements of the department for the next academic year

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Vivekanand College, Kolhapur (Autonomous)  
Department of Biotechnology  
Subject – Biotechnology Optional  
Academic Year- 2020-21**

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**Attendance**

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	



Head of Department

**Head**

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