

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

21/02/22

NOTICE

It is informed to all the faculties of Biotechnology Optional that the second term departmental meeting is scheduled on Friday 25th February 2022 at 2.30 pm in the Department of Biotechnology. The agenda of the meeting is as follows

AGENDA

1. To discuss practical completed in the first semester and remaining practical
2. Result discussion.
3. To discuss the syllabus of the second-semester
4. To maintain records of student's activities
5. To discuss completion of the value-added course
6. To discuss the project completion
7. To organize guest lectures
8. Any other issue




Head of Department

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

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Department of Biotechnology Optional
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Minutes of Meeting of Faculty Members of Biotechnology Optional

Held on Friday, 25th February 2022

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 |
| 4. Ms. A. A, Jadhav | Faculty Member |

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

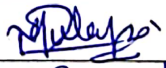
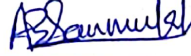
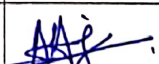
Minutes-

1. To discuss practicals completed in the first semester and remaining practical – Prepare of list of practicals that are completed and remaining practicals are completion by providing desired requirements.
2. Result discussion. – B.Sc. I, II and III of Sem I,III, V semester results are discussed.

3. To discuss the syllabus of the second semester- Distribution of syllabus and competition of syllabus in a defined span.
4. To maintain records of student's activities- Online and outline competition and participation
5. To discuss the project completion- Students without an incomplete project are listed to complete within time.
6. To organize guest lectures- making records of guest lectures conducted in the complete year.
7. Any other issue- Preparation of students for entrance examination
As well as completion of the Project report, Journal and Study tour report before the final practical examination time.

Discussion of new topics in addition in the new curriculum in the incoming year.

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	
4	Ms. Anjor A. Jadhav	Assistant Professor	


Head of Department

Head

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