

**Shri Swami Vivekanand Shikshan Sanstha's  
Vivekanand College, Kolhapur (Autonomous)  
Department of Biotechnology Optional  
Academic Year- 2018-19**

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**Date- 15/6/2018**

**NOTICE**

Hereby it is informed to all the faculties of Biotechnology Optional that the first departmental meeting is scheduled on Wednesday 20<sup>th</sup> June 2018 at 11.00 am in the Department of Biotechnology. The agenda of the meeting is as follows

**AGENDA**

1. Fulfilment of minutes of previous meeting
2. Workload distribution
3. Distribution of practical
4. Project allotment
5. Biotechnology Day celebration
6. Study tour, visits arrangement
7. Allotment of class teacher
8. Arrangement of Guest lecture
9. Any other issue with permission of the chair



*[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 Wednesday 17<sup>th</sup> June 2018**

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. P. D. Patil   | Faculty Member     |
| 4. Ms. D.A. Wajantri | Faculty Member     |

**Minutes-**

1. Fulfilment of minutes of the previous meeting was done.
2. Workload distribution according to strength of class
3. Distribution of practical workload because to know available chemicals and instruments for practical protocols.
4. Project allotment- Guide the students to fulfil their practical requirements. Project guide allotment and topics of projects are discussed
5. Biotechnology Day celebration- with new ideas and themes
6. Study tour, and visit arrangement as part of the syllabus





7. Allotment of the class teacher is done to maintain records of students.
8. Arrangement of Guest lectures from Successful persons from the Biotechnology field.
9. Any other issue with permission of the chair- In this discussion regarding the new syllabus changes are discussed
10. Syllabus is distributed according to the Specialization of faculties.

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**Subject – Biotechnology**

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. Prajakata D. Patil	Assistant Professor	
4	Ms. Dhanshree A. Wajantri	Assistant Professor	



  
Head of Department

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