

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

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08/12/2018

**NOTICE**

It is informed to all the faculties of Biotechnology Optional that the second term departmental meeting is scheduled on Friday 14<sup>th</sup> December 2018 at 11.30 am 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 theory practical workload of the Second term
3. Internal External Examination Evaluation
4. Requirements of the department for the next academic year
5. Completion reports of project and Study tour
6. Guest lecture
7. Guidance of students for entrepreneurship development
8. Any other issues by 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 Tuesday, 15<sup>th</sup> November 2019**

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. D.A. Wajantri | 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 theory practical workload of the Second term according to the semester
3. Internal External Examination Evaluation was done
4. Requirements of the department for the next academic year with completing requirements of this academic year
5. Completion reports of project and Study tour
6. Guest lecture report preparation.
7. Students have entrepreneurship report preparation in their syllabus to guide them to complete it.
8. Student guidance and motivation for their post-graduation entrance examination preparation.
9. Any other issues by permission of the chair like discussion in syllabus changes in incoming BOS meeting.

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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. Dhanshree A. Wajantri	Assistant Professor	



Head of Department



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