

**Shri Swami Vivekanand Shikshan Sanstha's  
Vivekanand College, Kolhapur (Empowered Autonomous)  
Department of Biotechnology Optional  
Academic Year- 2024 -25**

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**29/04/2025**

It is informed to all the faculties of Biotechnology Optional that the second departmental meeting is scheduled on Friday 25<sup>th</sup> April 2025 at 2.30 pm in the Department of Biotechnology. The agenda of the meeting is as follows.

**AGENDA**

1. To discuss practicals 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**  
**(EMPOWERED AUTONOMOUS)**

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**Minutes of Meeting of Faculty Members of Biotechnology Optional**

**Held on Friday, 25<sup>th</sup> April 2025**

In this term starting meeting above responsibilities are distributed to respective staff after discussing with them.

**Name of faculty present for the Meeting**

- |                      |                    |
|----------------------|--------------------|
| 1. Dr. S.H. Nadaf    | Head of Department |
| 2. Ms. D.A. Wajantri | Faculty Member     |
| 3. Ms. K.V.Kadam     | Faculty Member     |

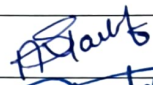


At the beginning of the meeting, all responsibilities of the department including practical requirements Syllabus, Exams, and Visits projects are distributed to the respective faculty members by the Head of the department.

**Minutes-**

1. **To discuss practicals completed in the first semester and remaining practicals-** Due to incomplete requirements some practical are remaining to be completed them in time
2. **Result discussion** – Semester I.III V if results are declared discussion regarding this.
3. **To discuss the syllabus of the second semester-** Difficulties if any in the syllabus are discussed,
4. **To maintain records of students' activities-** Participation of students in competition conferences and workshops inside and outside the college
5. **To discuss completion of the value-added course-** Enlisting of students who completed and were admitted for the departmental value-added course

6. **To discuss the project completion** – Categorise the students in a project complete and incomplete. This reminder for the students to complete the project on time.
7. **To organize guest lectures-** Two guest lecture in the first and two guest lectures in the second term is cleared. and preparing their reports.
8. **Any other issue-** Guidance of students of B.Sc. III for their post-graduation studies. Carrier guidance and official farewell function

#### Attendance

S.N.	Name of Faculty	Designation	Signature
1	Ms. Salama H. Nadaf	Head of Department	
2	Ms. D.A. Wajantri	Assistant Professor	
3	Ms. K.V. Kadam	Assistant Professor	



Head of Department

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