

Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur
(An Empowered Autonomous Institute)
Department of Zoology
Academic Year: 2025 -26

Date:24/03/2026

NOTICE

All faculties of Department of Zoology hereby informed that, the Departmental meeting for end of the second academic term is scheduled on 30/03/2026, Monday at 11.30 am onwards in faculty room No. 317 Be present on time

Agenda:

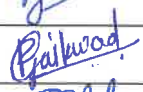
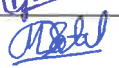
1. Confirmation of minutes of last meeting
2. To Prepare syllabus completion report of B. sc. I, II and III
3. To submit the marks of CIE of B. Sc. I, II & III
4. To conduct the practical examination of B. Sc. II & I and submission of Marks
5. To complete documents of activities, Projects and seminars
6. To update the departmental website
7. To prepare the MOOC of department on apiculture
8. To Discuss on conduction of BOS meeting
9. Any other issue with permission of chair




Dr. G. K. Sontakke
Head
Department of Zoology
Vivekanand College Kolhapur
(An Empowered Autonomous Institute)

Minutes of Departmental meeting held on 30/03/2026 at 11.30 am onwards in faculty room No. 317

Members Present

Sr. No.	Name of faculty	Signature
1.	Dr. G. K. Sontakke, HoD and Assistant Professor	
2.	Dr. T. C. Gaupale, Assistant Professor	
3.	Dr. S. S. Desai, Assistant Professor	
4.	Mr. G. H. Fadake, Assistant Professor	
5.	Ms. N. A. Patel, Assistant Professor	
6.	Dr. T. C. Patil, Assistant Professor	
7.	Ms. P. S. Shetfalkar, Assistant Professor	
8.	Ms. N. A. Jadhav, Assistant Professor	
9.	Ms. P. R. Gaikwad, Assistant Professor	
10.	Ms. M. L. Patil, Assistant Professor	

Head, Department of Zoology welcomed and briefed agenda. The Head and other faculty members discussed thoughts and ideas as per the agenda of meeting and following resolution are approved.

Minutes:

Item 1: Confirmation of minutes of last meeting:

Minutes of last meeting are read and discussed, after discussion minutes are approved and confirmed with consent with all faculty members of department

Item 2: To Prepare syllabus completion report of B. sc. I, II and III

Discussion was held regarding the preparation of syllabus completion reports for B.Sc. I, II, and III for the second term.

Item 3: To submit the marks of CIE of B. Sc. I, II & III

As per the distribution of work, faculty members have been instructed to submit the CIE marks of B.Sc. I, II, and III classes.

Item 4: To conduct the practical examination of B. Sc. II & I and submission of Marks

For the practical examination of B.Sc. I and II, external and internal examiners were appointed, and responsibilities were distributed for conducting the examination and submitting the marksheets.

Item 5: To complete documents of activities, Projects and seminars

As per the distribution of work, the faculty members were guided to complete the documentation of activities, projects, and seminars

Item 6: To update the departmental website

As per the distribution of work, all faculty members are instructed to prepare and scan the required documents for website updation.

Item 7: To prepare the MOOC of department on apiculture

To develop and prepare a MOOC (Massive Open Online Course) on Apiculture for the department, covering theoretical and practical aspects of beekeeping. The syllabus was finalized and distributed among faculty members for the development of the MOOC

Item: 8. To Discus on conduction of BOS meeting

Discussed on the conduction of the Board of Studies (BOS) meeting for B.Sc. III and M.Sc. II. The agenda were decided. Responsibilities were distributed among faculty members to ensure smooth execution of the meeting and timely completion of related tasks

Item 9: Any other issue with permission of chair

Faculty members discussed various issues related to workload distribution, seating arrangements, and the organization of practical batches


Head

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