

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

Term End Meeting

22/04/2026

It is informed to all the faculties of Biotechnology Optional that the second departmental meeting is scheduled on Saturday 25th April 2026 at 11.00 am 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 Result discussion.
- 2.To discuss the syllabus of the second-semester.
- 3.To maintain records of student's activities.
- 4.To discuss completion of the value-added course.
- 5.To discuss the project completion.
- 6.To organize guest lectures.
- 7.Any other issue .



Head of Department

HEAD
DEPARTMENT OF BIOTECHNOLOGY (OPTIONAL)
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

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Vivekanand College, Kolhapur (An Empowered Autonomous Institute)
Department of Biotechnology Optional
Academic Year- 2025-26

Minutes of Meeting of Faculty Members of Biotechnology Optional

Held on Saturday, 25th April 2026

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

Name of faculty present for the Meeting:

- | | |
|-----------------------|--------------------|
| 5. Dr. S. B. Mulla | Head of Department |
| 6. Ms. D. A. Wajantri | Faculty Member |
| 7. Ms. K.V.Kadam | Faculty Member |
| 8. Ms.S.S.jitakar | Faculty Member |

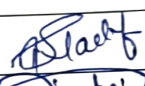
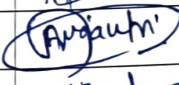
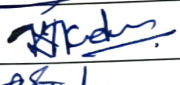
At the beginning of the meeting, all responsibilities of the department including practical requirements Syllabus, Exams, and Visits projects are distributed to the respective faculty members by the Head of the department.

Minutes-

9. **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 .
10. **Result discussion** – Semester I,III, V if results are declared discussion regarding this.
11. **To discuss the syllabus of the second semester-** Difficulties if any in the syllabus are discussed,
12. **To maintain records of students' activities-** Participation of students in competition conferences and workshops inside and outside the college .
13. **To discuss completion of the value-added course-** Enlisting of students who completed and were admitted for the departmental value-added course.

14. **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.
15. **To organize guest lectures-** Two guest lecture in the first and two guest lectures in the second term is cleared. and preparing their reports.
16. **Any other issue-** Guidance of students of B.Sc. III for their post-graduation studies. Career guidance and official farewell function

Attendance

S.N.	Name of Faculty	Designation	Signature
1	Dr. S. B. Mulla	Head of Department	
2	Ms. D.A. Wajantri	Assistant Professor	
3	Ms. K.V. Kadam	Assistant Professor	
3	Ms. S.S. Jitakar	Assistant Professor	


Head of Department

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