

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

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It is informed to all the faculties of Biotechnology Optional that the first departmental meeting is scheduled on 20 June 2024 at 3:00 pm in Department of Biotechnology. The agenda of meeting is as follows.

**AGENDA**

1. To discuss students strength and the previous years result .
2. To discuss practicals and theory syllabus
3. To discuss syllabus distribution of first and second semester .
4. To maintain records of students activities
5. Allotment of class teacher.
6. To discuss the value added course
7. To discuss student specific activities like e-magzine
8. To discuss requirements for practicals .
9. Any extra suggesions at the time of the meeting .
10. To discuss the arrangement of Biotechnology Day .
11. To organize guest lecture and study tour reports.



**Head**

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

3. **To discuss the syllabus distribution of first and second semester** – Equal distribution of theory and practical workload to respective faculties according to their subject interest..
4. **Allotment of class teacher** – it is necessary to maintain their attendance report and regularity and maintainance of all internal and external examination records .
5. **To discuss value added course** – To increase awareness of students .It is important to discuss this point in the meeting .
6. **To discuss student specific activities like e-magzine** – Such activities are important for communication of all B.Sc I,II,III students as well as their Eminent alumines placed in various fields of Biotechnology .
7. **To discuss requirements for practicals** – New course with new requirements of practical are discussed .Do not face difficulties in the regular courses and at the time of examination .
8. **Any extra suggestion at the timre of the meeting** – No.
9. **To discuss the arrangement of Biotechnology Day** – To arrange various events and competitions on the occasion of the Biotechnology day.

The arrangement is given to faculty member of the Department –

1.Ms.Wajantri D.A.

2.Ms.Potdar S.D.

3.Ms.Kadam K.V.

**10. To organize guest lectures** – For the benefit of students resource persons from different areas are enlistd for Guest lecture.This responsibilities is given to one of the faculty member – Ms. Potdar S.D.

**11.To organize study tour reports** – For the benefit of students from different industrial and clinical areas .This responsibilities is given to one of the faculty member – Ms.Kadam K.V.

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

**Held on 20 June 2024**

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

**Name of faculty present for Meeting**

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

At the beginnings of the meeting, the head of the department welcomed the members to attend the first meeting in the department. All responsibilities of the department including practical requirements Syllabus, Exams, visits, Projects are distributed to the respective faculty by the Head of the department.


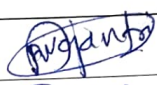
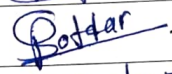

**Minutes –**

1. **To Discuss students strength and the previous years results–**

It is important to discuss this to check drop-out students.

2. **To discuss practical and theory syllabus** – It is related to the new syllabus and formulation of new and easy protocol for students for better understanding of concepts.

### Attendance

S.N.	Name of Faculty	Designation	Signature
1	Ms. S. H. Nadaf Dr. S. B. Mulla	Head of the Department	
2	Ms. D. A. Wajantri	Faculty Member	
3	Ms. S. D. Potdar	Faculty Member	
4	Ms. K. V. Kadam	Faculty Member	



Head of The Department

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