

Shri Swami Vivekanand Shikshan Sanstha's
Vivekanand College, Kolhapur (Empowered Autonomous)
Department of Biotechnology Optional
Academic Year- 2023-24

It is informed to all the faculties of Biotechnology Optional that the second departmental meeting is scheduled on 11 December 2023 at 2:00 pm in Department of Biotechnology. The agenda of meeting is as follows

AGENDA

1. To discuss practicals completed in first semester and remaining practical
2. Result discussion.
3. To discuss syllabus of second – semester
4. To maintain records of student's activities
5. To discuss completion of value -added course
6. To discuss the project completion
7. To organize guest lectures
8. Any other issue discussion



Head

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

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Department of Biotechnology Optional
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Minutes of Meeting of Faculty Members of Biotechnology Optional

Held on 11 December 2023

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

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

Minutes –

1. **To Discuss practicals completed in the first semester remaining practicals –**

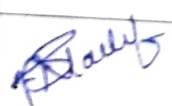
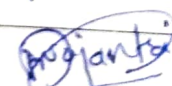
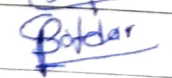
Due to incomplete requirements some practical are remaining to be completed them in time.

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 mentain records of students activities** – Participaton of students in completion conferences and workshops inside and outside the college .
5. **To discuss completion of the value added course** – Enlisting of students who complted and were admitted for the departmental value -added course.
6. **To discuss the project completion** – Categorise the students in a project completed and incompleted .This reminder for the students to complete the project on time .
7. **To organise 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 issues** – 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. S.H. Nadaf | Head of the Department |  |
| 2 | Ms. D.A. Wajantri | Faculty Member |  |
| 3 | Ms. S.D. Potdar | Faculty Member |  |



Head of The Department

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