

Sri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College, Kolhapur (Empowered Autonomous)**  
**Department of Microbiology (UG)**  
**Academic Year 2023-24**

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**Notice of the Meeting**

Date- 03/10/2023


All the members of Department of Microbiology (UG) , Vivekanand College (Empowered Autonomous), Kolhapur are hereby informed that the Meeting regarding "Schedule of Internal Assessment Exam " is scheduled on Tuesday, 10<sup>th</sup> October 2023 at 1.00 p.m.at Department of Microbiology.

The agenda of the meeting is as follows.

**AGENDA**

1. To finalize dates of internal assessment exam.
2. Any other matter with the permission of the chair.



  
Dr.G.K. Sontakke  
**HEAD**  
**DEPARTMENT OF MICROBIOLOGY**  
**VIVEKANAND COLLEGE, KOLHAPUR**  
**(EMPOWERED AUTONOMOUS)**

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**Vivekanand College, Kolhapur (Empowered Autonomous)**  
**Department of Microbiology (UG)**  
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**Minutes of Meeting of Faculty members of Microbiology Dept.  
Held on Tuesday, 10<sup>th</sup> October 2023**

Minutes of meeting of faculty members held on Tuesday, 10<sup>th</sup> October 2023  
at 1.00 p.m. in the Department of Microbiology

**Present :**

- |                     |                |
|---------------------|----------------|
| 1. Ms. V. V. Misal  | Faculty member |
| 2. Mr. S. D. Gabale | Faculty member |
| 3. Ms. S. A. Pise   | Faculty member |
| 4. Ms. A. A. Jadhav | Faculty member |
| 5. Ms. N. R. Jadhav | Faculty member |

At the outset, the Head of Department welcomed the members for attending the meeting of Microbiology department teaching staff. The head of department further expressed special thanks all faculty members for sparing time from their busy schedule to attend the meeting. After that the agenda items were taken up and the all faculty members decided/recommended as under

**Item No. 01 - To finalize dates of internal assessment exam .**

Resolution . - Regarding the above issue, after discussion 18<sup>th</sup> October and 21<sup>st</sup> to 23<sup>rd</sup> October these dates are finalized for internal exam of B.Sc.II and III respectively.

**Item No. 02.- To finalize the syllabus and assessment of exam.**

Resolution . - Regarding the above issue after discussion syllabus was decided and responsibility of assessment of B.Sc.I , II & III was assigned to Mr.S.D.Gabale ,Ms. S.A.Pise and Ms. V.V.Misal respectively.

The Meeting ended with thanks to the Chair



  
Dr.G.K.Sontakke  
**HEAD**  
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**Staff meeting**

Date-10/10/2023

Time-1.00 pm

Sr. No.	Name of the Member	Designation	Signature
1	Dr.G.K.Sontakke	Head of the Department	
2	Ms. Vrushali Vishwasrao Misal	Assistant professor	
3	Mr. Suraj Dipak Gabale	Assistant professor	
4	Ms. Shweta Arvind Pise.	Assistant professor	
5	Ms. A. A. Jadhav.	Assistant professor	
6	Ms.N.R. Jadhav	Assistant professor	