

"Dissemination of Education for Knowledge, Science and Culture"  
- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College , Kolhapur (Empowered Autonomous)**

**Department of Microbiology**

**Academic Year 2024-25**

**Date -: 10/08/2024**

**Notice of the Meeting**

All the faculty members of Microbiology Department of Vivekanand College (Empowered Autonomous), Kolhapur are hereby informed that the Meeting of the Department is scheduled on 12<sup>th</sup> August 2024 at 4.00 pm. in the Microbiology Department. Please make it convenient to be present on time. The agenda of the meeting is as follows.

**AGENDA**

1. To discuss the Schedule of upcoming seminar of B.Sc. III, M. Sc I & M. Sc II students.
2. To assign task and responsibilities for the NAAC mock visit.
3. To review the NAAC presentation content, structure, the presentation flow and finalize the presentation.
4. To assign task for updating department's information (Department at glance), faculty profile and finalizing the instrument SOPs.
5. To review the TAB file content and discuss any updates or changes to the file.



  
Dr. G. K. Sontakke  
I/C Head

**Department of Microbiology  
Vivekanand College, Kolhapur  
(Empowered Autonomous)**

Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College , Kolhapur (Empowered Autonomous)**

**Department of Microbiology**

Academic Year 2024-25

**Minutes of Meeting of Faculty members of Microbiology Dept.**

**Held on Monday, 12<sup>th</sup> August 2024**

Minutes of meeting of faculty members held on Monday, 12<sup>th</sup> August 2024 at  
4:00 p.m. in the Department of Microbiology

**Present :**

- |                       |                    |
|-----------------------|--------------------|
| 1. Dr. G. K. Sontakke | Head of Department |
| 2. Ms. V. V. Misal    | Faculty member     |
| 3. Dr. S. D. Mali     | Faculty member     |
| 4. Dr. K. K. Bhise    | Faculty member     |
| 5. Mr. S. D. Gabale   | Faculty member     |
| 6. Ms. S. A. Pise     | Faculty member     |
| 7. Ms. M.M. Nadkarni  | Faculty member     |
| 8. Ms. S. S. Shaikh   | Faculty member     |

At the outset, the Head of the Department welcomed the members for attending the meeting of Microbiology department teaching staff. The head of department further expressed special thanks to all the 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 approved the following resolution.

**Minutes –**

1. The Schedule of upcoming seminar was finalized on following dates  
**B.Sc. III** -: 27/08/24 & 28 /08/24 -: SDG (Teacher In charge)  
**M. Sc I** -: 9/09/24 & 10/09/24 -: KKB (Teacher In charge )  
**M. Sc II** -: 2/09/24 & 3/09/24 -: SDM (Teacher In charge)
2. The task and responsibilities for the NAAC mock visit was assigned.
3. The NAAC presentation content, structure, the presentation flow and the presentation was finalized.
4. The task for updating department's information (Department at glance), faculty profile and finalizing the instrument SOPs was distributed among faculty.

5. The TAB file content and updates were discussed and distributed among faculty as follows

**TAB 1 – SAP    TAB 2 – SDG    TAB 3- MMN/SSS    TAB 4 – KKB**

**TAB 5, TAB 7 & TAB 8 – VVM    TAB 6 - SDM**

The Meeting ended with thanks to the Chair



  
Dr. G. K. Sontakke.

**I/C Head**

**Department of Microbiology,  
Vivekanand College, Kolhapur  
(Empowered Autonomous)**



Shri Swami Vivekanand Shikshan Sanstha's  
**Vivekanand College , Kolhapur (Empowered Autonomous)**






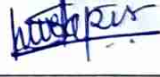
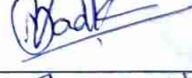

**Department of Microbiology**

**Academic Year 2024-25**

**Departmental meeting**

Date-12/08/2024

Time- 4:00 pm

| Sr. No | Name of the Member  | Designation            | Signature   |
|--------|---------------------|------------------------|---|
| 1.     | Dr. G . K. Sontakke | Head of the Department |    |
| 2.     | Ms. V. V. Misal     | Assistant professor    |   |
| 3.     | Dr. S. D. Mali      | Assistant professor    |   |
| 4.     | Dr. K. K. Bhise     | Assistant professor    |  |
| 5.     | Mr. S. D. Gabale    | Assistant professor    |  |
| 6.     | Ms. S. A. Pise.     | Assistant professor    |  |
| 7.     | Ms. M. M. Nadkarni  | Assistant professor    |  |
| 8.     | Ms. S. S. Shaikh    | Assistant professor    |  |