

“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 -: 23/07/2024

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 23rd July 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 review and discuss the current state of departmental boards.
2. To review and discuss student attendance percentage
3. To collect feedback of M.Sc I & M.Sc II students.




Dr. G. K. Sontakke
H/C Head

Department of Microbiology
Vivekanand College, Kolhapur
(Empowered Autonomous)

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Vivekanand College , Kolhapur (Empowered Autonomous)

Department of Microbiology

Academic Year 2024-25

Minutes of Meeting of Faculty members of Microbiology Dept.

Held on Thrusday, 23rd July 2024

Minutes of meeting of faculty members held on Thrusday, 23rd July 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 responsibilities of departmental boards were assigned as follows.
 - Activity and Achievement board -: SAP &SDG
 - Best practices board -: VVM
 - Job opportunities & Scientist -: MMN & SSS
 - Instruction board - KKB
 - Student progression -: SDG
2. Student attendance percentage were reviewed and analyzed and strategies to enhance student attendance and engagement were discuss including

- Sending notice to the student whose percentage is less than 70% & responsibilities were assigned as follows:-

B. Sc I- SSS B. Sc II- MMN B. Sc III- SAP

3. The responsibilities of collecting feedback of M. Sc I -: KKB & M. Sc II students.
4. The deadline was decided on 29/07/24

The Meeting ended with thanks to the Chair




Dr. G. K. Sontakke.
I/C Head

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Department of Microbiology

Academic Year 2024-25

Departmental meeting

Date-25/07/2024

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	