

II Sheelam Param Bhooshanam II

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

Mahavir Mahavidyalaya, Kolhapur (Autonomous)

Department of Microbiology

Notice

Date: 18th July, 2024

All faculty members in the Department of Microbiology are hereby informed that their first Departmental meeting in the academic year 2024-25 will be held on **20th July, 2024 at 11. 00 a.m.** in the Department of Microbiology to discuss the following concerns mentioned in the agenda.

All faculty members are requested to attend the meeting in the time.

Head

Department of Microbiology

• **Agenda**

1. To prepare departmental time table
2. Class wise workload distribution
3. To prepare departmental calendar to organise various programs in the Department

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Department of Microbiology

Minutes of Meeting held on 20th July 2024

• **Agenda**

1. To prepare departmental time table
2. Class wise workload distribution
3. To prepare departmental calendar to organise various programs in the Department

Minutes of Meeting held on 20th July 2024

The following are the minutes of the first meeting held on 20th July, 2024 at 11. 00 a.m. in the Department of Microbiology.

1. It was resolved that the departmental time table will be prepared.
2. Class wise workload responsibility was fixed on each faculty members.
3. It was resolved that the list of programs to be organised in the academic year 2024-25 be prepared.
4. As there was no other business the meeting ended with the vote of thanks.

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Department of Microbiology

Notice

Date: 1st October, 2024

All faculty members in the Department of English are hereby informed that their second Departmental meeting in the academic year 2024-25 will be held on **5th October, 2024 at 11. 00 a.m.** in the Department of Microbiology to discuss the following concerns mentioned in the agenda.

All faculty members are requested to attend the meeting in the time.

Head

Department of Microbiology

- **Agenda**

- 1 To inform faculty about question paper setting and evaluation work
- 2 To plan to conduct the revision of syllabi for students
- 3 Any other business with the permission of chair

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Department of Microbiology

Minutes of the meeting held on 05th October, 2024

- **Agenda**

- 1 To inform faculty about question paper setting and evaluation work
- 2 To plan to conduct the revision of syllabi for students
- 3 Any other business with the permission of chair

Minutes of the meeting held on 05th October, 2024

The following are the minutes of the second meeting held on 05th October, 2024 at 11. 00 a.m. in the Department of Microbiology.

1. Mr. Swapnil Patil, Head, Dept. of Microbiology made all faculty members aware about the rules and regulations of examination. He also directed and suggested faculty to set question papers and evaluate answer sheets of their concerned subjects as per the rules set by Examination Cell.
2. It was resolved that the revision of syllabi be conducted by concerned faculty.
3. As there was no other business the meeting ended with the vote of thanks.

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Department of Microbiology

Notice

Date: 24th February, 2025

All faculty members in the Department of Microbiology are hereby informed that their Departmental meeting in the academic year 2024-25 will be held on **27th February, 2025 at 11. 00 a.m.** in the Department of Microbiology to discuss the following concerns mentioned in the agenda.

All faculty members are requested to attend the meeting in the time.

Head

Department of Microbiology

- Agenda

- 1 To inform faculty about question paper setting and evaluation work
- 2 To plan to conduct the revision of syllabi for students
- 3 To prepare Practical examination time table
- 4 To prepare practical examination requirements.

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Department of Microbiology

Minutes of the meeting Held on 27th February, 2024

• **Agenda**

- 1 To inform faculty about question paper setting and evaluation work
- 2 To plan to conduct the revision of syllabi for students
- 3 To prepare Practical examination time table
- 4 To prepare practical examination requirements.

Minutes of the meeting Held on 27th February, 2024

The following are the minutes of the second meeting held on 27th February, 2025 at 11. 00 a.m. in the Department of Microbiology.

- 1 Mr. Swapnil Patil, Head, Dept. of Microbiology made all faculty members aware about the rules and regulations of examination. He also directed and suggested faculty to set question papers and evaluate answer sheets of their concerned subjects as per the rules set by Examination Cell.
- 2 It was resolved that the revision of syllabi be conducted by concerned faculty.
- 3 All the class wise practical examination dates finalised.
- 4 HOD directed to all faculty member to review the practical requirements and make the list to purchase before examination.
- 5 As there was no other business the meeting ended with the vote of thanks.

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Department of Microbiology

Notice

Date: 28th April, 2025

All faculty members in the Department of Microbiology are hereby informed that their Departmental meeting in the academic year 2024-25 will be held on **29th April, 2025 at 11. 00 a.m.** in the Department of Microbiology to discuss the following concerns mentioned in the agenda.

All faculty members are requested to attend the meeting in the time.

Head

Department of Microbiology

- Agenda

- 1 To review second term work done by faculty member
- 2 To review all examination related work submission.

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Department of Microbiology

Minutes of the meeting held on 29th April, 2025

- Agenda

- 1 To review second term work done by faculty member
- 2 To review all examination related work submission

Minutes of the meeting held on 29th April, 2025

The following are the minutes of the second meeting held on 29th April, 2025, at 11. 00 a.m. in the Department of Microbiology.

- 1 Mr. Swapnil Patil, Head, Dept. of Microbiology made all faculty members review about work done in second term of academic year 2024-2025
- 2 Mr. Swapnil Patil, Head, Dept. of Microbiology taken review on Marks submission, Paper checking. All faculty members completed their work in stipulated period.
- 3 As there was no other business the meeting ended with the vote of thanks.