

S.S.E.S.A'S Science College, Congress Nagar, Nagpur

Department of Biotechnology

Session 2024-2025

Notice

Meeting ②

Date- 08/07/2024

All teaching faculty members of the department are requested to attend the Departmental meeting scheduled for July 8, 2024, at 11:30 am in the Microbiology Department staff room.

Agenda:

- 1) Work Allocation for NAAC Accreditation
- 2) Development of Academic Calendar
- 3) Website Updates
- 4) Preparation of Roll Lists
- 5) Assignment Management
- 6) Generation of Vidwan ID

1. Ms. Mayuri Bhad

2. Dr. Sapna Baghel

3. Ms. Payal Talekar

MBhad
SBaghel
Payal



Gulhane
Dr. Pranita Gulhane

S.S.E.S.A'S Science College, Congress Nagar, Nagpur

Department of Biotechnology

Minutes of Meeting

Session 2023-2024

Date- 08/07/2024

Meeting was held on July 8, 2024, during which the minutes from the previous meeting were reviewed and discussed. The college is actively preparing for the NAAC accreditation process, which includes tasks such as updating the academic calendar, website, and Vidwan ID generation, as well as preparing roll lists and maintaining assignment records. All staff are required to be present at the college until 6 p.m. daily to ensure the completion of NAAC-related work.

In addition, staff should focus on thorough documentation and adherence to deadlines to facilitate a smooth accreditation process. Regular updates on progress will be communicated, and any issues should be promptly addressed to meet accreditation requirements effectively.

1. Ms. Mayuri Bhad
2. Dr. Sapna Baghel
3. Ms. Payal Talekar

anshad
S Baghel
Payal



Gulhane
Dr. Pranita Gulhane

Action Taken Report for the Meeting Held on July 08, 2024

1) **Review of Previous Minutes:** The minutes from the last meeting were reviewed and discussed.

2) NAAC Accreditation Preparation:

- **Tasks:** The college is actively working on NAAC accreditation, including updating the academic calendar, website, and Vidwan ID generation.
- **Additional Preparations:** Preparation of roll lists and maintenance of assignment records are also in progress.

3) Staff Attendance:

- **Requirement:** All staff must be present at the college until 6 p.m. daily to ensure the completion of NAAC-related tasks.

4) Documentation and Deadlines:

- **Focus:** Staff should emphasize thorough documentation and adhere to deadlines to support a smooth accreditation process.
- **Communication:** Regular updates on progress will be provided, and any issues should be promptly addressed to meet accreditation requirements effectively.



Bulhane
Dr. Pranita Gulhane

S.S.E.S.A'S Science College, Congress Nagar, Nagpur

Department of Biotechnology

Session 2024-2025

Meeting-①

Notice

All teaching faculty members of the department are requested to attend the Departmental meeting scheduled for June 26, 2024, at 11:00 am in the Microbiology Department staff room.

Agenda:

1. Distribution of syllabus and workload
2. Membership registration for the Microbiologists Subject Society
3. Website Updates.
4. Mandatory ID Card Use and Attendance Registration
5. Any other matters with the chair's permission

1. Ms. Mayuri Bhad

alshad

2. Dr. Sapna Baghel

SBaghel

3. Ms. Payal Talekar

Talekar



Gulhane

Dr. Pranita Gulhane

S.S.E.S.A'S Science College, Congress Nagar, Nagpur

Department of Biotechnology

Minutes of Meeting

Session 2024-2025

Date- 26/06/2024

The meeting convened on June 26, 2024, at 11:00 a.m. The minutes from the previous meeting were reviewed and discussed. The newly joined Ad-hoc and CHB staff members were warmly welcomed. The discussion included the distribution of syllabi and the allotment of workloads. Faculty members were instructed to conduct classes regularly and to adhere to the RTM Nagpur University guidelines and NEP-2020 pattern for B.Sc. first-year courses. For B.Sc. second and third-year courses, teaching should follow the previous curriculum. All staff are required to wear their college ID cards at all times and to register their attendance using the biometric machine. Additionally, it was emphasized that leave is limited, so staff should plan accordingly. Encouragement was given to promote student registration for the Microbiologists Society. Faculty members were also reminded to stay updated with any changes and contribute actively to both academic and extracurricular activities. A follow-up meeting will be scheduled to review progress and address any emerging issues.

1. Ms. Mayuri Bhad

2. Dr. Sapna Baghel

3. Ms. Payal Talekar



Gulhane
Dr. Pranita Gulhane

Action Taken Report for the Meeting Held on June 26, 2024

- 1) **Welcome of New Staff:** Newly joined ad-hoc and CHB staff members were officially welcomed.
- 2) **Syllabus and Workload:** Discussed the distribution of syllabi and the allotment of workloads among faculty members.
- 3) **Class Conduct and Guidelines:** Informed faculty to conduct classes regularly and adhere to RTM Nagpur University guidelines and NEP-2020 for B.Sc. first-year courses, while continuing with the previous pattern for B.Sc. second and third-year courses.
- 4) **ID Card and Attendance:** Reinforced the requirement for all staff to wear their college ID cards and register attendance using the biometric machine. Noted that leave is limited and must be managed accordingly.
- 5) **Student Encouragement:** Promoted the registration of students for the Microbiologists Society membership.
- 6) **Follow-Up Actions:** Scheduled a follow-up meeting to assess progress and address any issues that arise.



Gulhane
Dr. Bravita Gulhane