

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

Department of Microbiology

Session 2023-2024

MEETING ③

Notice

All teaching faculty members of the department are requested to attend the Departmental meeting scheduled for April 30, 2024, at 3:45 pm in the Microbiology Department staff room.

Agenda:

- 1) Task Assignments for NAAC
- 2) Faculty Presence for Summer 2024 Practical Examinations
- 3) Preparation of NAAC Documentation during vacation periods
- 4) Discussion on the National Education Policy (NEP)
- 5) Any additional items with the chair's consent

1. Ms. Sanchari Sarkar

S. Sarkar

2. Ms. Nupur Deshmikh

Nupur

3. Ms. Priya Gaidhane

Priya Gaidhane

4. Ms. Sarika Tekade

Sarika Tekade

5. Ms. Pallavi Butle

P. Butle

6. Ms. Ankita Manapure

Ankita Manapure

7. Ms. Anjali Pogade

Anjali Pogade

8. Ms. Sayali Sangole

Sayali Sangole



Gulhane
Dr. Pranita Gulhane

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

Department of Microbiology

Minutes of Meeting

Session 2023-2024

Date- 30/04/2024

The minutes of the previous meeting were reviewed and approved. Key tasks and responsibilities were outlined for the upcoming period. Work was allocated to all teachers for the submission of necessary documents to various NAAC committees. Each teacher is expected to adhere to the deadlines and guidelines provided to ensure comprehensive and timely submissions. It was emphasized that faculty members must be present for the practical examinations scheduled by R.T.M. Nagpur University for the Summer 2024 session. In preparation for the NAAC evaluation, it is crucial to organize and prepare all required documentation during the vacation periods. The discussion also covered the National Education Policy (NEP), focusing on its implementation and impact on our institution. Finally, Madam extended a vote of thanks to all participants for their dedication and active involvement. The contributions of each member are greatly appreciated.

1. Ms. Sanchari Sarkar *S. Sarkar*
2. Ms. Nupur Deshmukh *Nupur*
3. Ms. Priya Gaidhane *Priya Gaidhane*
4. Ms. Sarika Tekade *Sarika Tekade*
5. Ms. Pallavi Butle *P. Butle*
6. Ms. Ankita Manapure *Anapure*
7. Ms. Anjali Pogade *Pogade*
8. Ms. Sayali Sangole *Sangole*



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Dr. Pranita Gulhane

Action Taken Report for the Meeting Held on April 30, 2024

- 1) Responsibilities were assigned to all teachers for submitting required materials to various NAAC committees. Each teacher will receive detailed guidelines on their specific tasks.
- 2) Faculty members are reminded to ensure their availability for the practical examinations scheduled by R.T.M. Nagpur University for the Summer 2024 session. It is crucial that all examiners are present and prepared.
- 3) Faculty members are requested to prepare and organize the necessary NAAC documentation during the vacation periods to ensure a smooth submission process.
- 4) The National Education Policy (NEP) was discussed in detail, with a focus on its implications for our institution and how we can effectively integrate its principles into our curriculum.
- 5) Madam expressed her gratitude to all attendees for their contributions and active participation.



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Dr. Pranita Gulhane

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

Department of Microbiology

Session 2023-2024

MEETING ②

Notice

All teaching faculty members of the department are requested to attend the Departmental meeting scheduled for March 16, 2024, at 1:00 pm in the Microbiology Department staff room.

Agenda:

1. Completion of theory and practical coursework
2. Encouraging students to prepare for competitive exams
3. Maintenance of documentation according to criteria
4. Instructions for examinations
5. Any other matters with the chair's permission

1. Ms. Sanchari Sarkar *S. Sarkar*
2. Ms. Shivani Gohane *Shivani*
3. Ms. Nupur Deshmukh *Nupur*
4. Ms. Priya Gaidhane *Priya*
5. Ms. Sarika Tekade *Sarika*
6. Ms. Pallavi Butle *P. Butle*
7. Ms. Ankita Manapure *Ankita*
8. Ms. Anjali Pogade *A. Pogade*
9. Ms. Sayali Sangole *Sangole*
10. Ms. Triveni Pardhi *Triveni*



P. Gulhane
Dr. Pranita Gulhane

Department of Microbiology

Minutes of Meeting

Session 2023-2024

Date- 16/03/2024

The minutes of the previous meeting were reviewed. discussion focused on the completion of the syllabus for the upcoming even semester. Teaching staff were advised to encourage and motivate students to concentrate on their studies, prepare for their semester exams, and also to consider competitive exams such as IIT-JAM, GATE, GAT-B, and CUET.

Additionally, faculty were instructed to maintain separate files for NAAC documentation according to various criteria. The meeting also covered the logistics and instructions for practical examinations. Dr. Gulhane emphasized the importance of timely syllabus completion and effective exam preparation to ensure students' academic success. The session concluded with a reminder for faculty to remain proactive in supporting student achievement and adhering to departmental standards. Madam proposed a vote of thanks to all attendees and concluded the meeting.

1. Ms. Sanchari Sarkar *S. Sarkar*
2. Ms. Shivani Gohane *Shivani*
3. Ms. Nupur Deshmukh *Nupur*
4. Ms. Priya Gaidhane *Priya*
5. Ms. Sarika Tekade *Sarika*
6. Ms. Pallavi Butle *P. Butle*
7. Ms. Ankita Manapure *Ankita*
8. Ms. Anjali Pogade *Anjali*
9. Ms. Sayali Sangole *Sayali*
10. Ms. Triveni Pardhi *Pardhi*



Gulhane
Dr. Pranita Gulhane

Action Taken Report for the Meeting Held on March 16, 2024

1. **Completion of Syllabus for Even Semester:** The faculty focused on planning and completing the syllabus for the upcoming even semester to ensure timely coverage.
2. **Student Motivation and Competitive Exams:** Teaching staff were advised to:
 - Actively encourage and motivate students to concentrate on their studies.
 - Prepare thoroughly for their semester exams.
 - Consider preparing for competitive exams such as IIT-JAM, GATE, GAT-B, and CUET.
3. **NAAC Documentation:** Faculty were instructed to maintain separate files for NAAC documentation, adhering to various criteria for effective accreditation.
4. **Logistics and Instructions for Practical Examinations:** The meeting covered the organization and specific instructions for practical examinations to ensure smooth execution.
5. **Emphasis on Syllabus Completion and Exam Preparation:** Dr. Gulhane highlighted the importance of completing the syllabus on time and preparing students effectively for exams to ensure academic success.



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Dr. Pranita Gulhane

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

Department of Microbiology

Session 2023-2024

MEETING ①

Notice

All teaching faculty members of the department are requested to attend the Departmental meeting scheduled for September 21, 2023, at 1:00 pm 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) Any other matters with the chair's permission

1. Ms. Sanchari Sarkar *S. Sarkar*
2. Ms. Shivani Gohane *Shivani*
3. Ms. Nupur Deshmukh *Nupur*
4. Ms. Priya Gaidhane *Priya Gaidhane*
5. Ms. Sarika Tekade *Sarika Tekade*
6. Ms. Pallavi Butle *Pallavi*
7. Ms. Ankita Manapure *Ankita Manapure*
8. Ms. Anjali Pogade *Anjali Pogade*
9. Ms. Sayali Sangole *Sayali Sangole*
10. Ms. Triveni Pardhi *Triveni*



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Dr. Pranita Gulhane

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

Department of Microbiology

Minutes of Meeting

Session 2023-2024

Date- 21/09/2023

The Departmental meeting took place on September 21, 2023, at 1:00 pm. Dr. Pranita Gulhane extended a warm welcome to all faculty members at the inaugural meeting of the 2023-24 session.

During the meeting, Dr. Gulhane outlined the syllabus and assigned workloads to the faculty. Faculty members were also encouraged to promote student registration for the Microbiologists Society Membership. Additionally, detailed instructions were provided regarding syllabus completion and examination protocols. Dr. Gulhane emphasized the importance of maintaining high academic standards and effective communication to ensure a successful academic year. Madam proposed a vote of thanks to all attendees and concluded the meeting. She also expressed her expectation for continued cooperation from the staff throughout the academic year to ensure the success of departmental initiatives and objectives.

1. Ms. Sanchari Sarkar *S. Sarkar*
2. Ms. Shivani Gohane *Shivani*
3. Ms. Nupur Deshmukh *Nupur*
4. Ms. Priya Gaidhane *Priya Gaidhane*
5. Ms. Sarika Tekade *Sarika Tekade*
6. Ms. Pallavi Butle *P. Butle*
7. Ms. Ankita Manapure *Ankita Manapure*
8. Ms. Anjali Pogade *Anjali Pogade*
9. Ms. Sayali Sangole *Sayali Sangole*
10. Ms. Triveni Pardhi *Triveni Pardhi*



Gulhane
Dr. Pranita Gulhane

Action Taken Report for the Meeting Held on September 21, 2023

- 1) Dr. Pranita Gulhane distributed the workload among faculty members and assigned the syllabus for various Microbiology papers across different semesters.
- 2) The immediate agenda included a review of the semester-wise syllabus and strategies for its timely completion. Dr. Gulhane provided valuable suggestions to enhance the effectiveness of syllabus delivery.
- 3) Faculty members were urged to motivate students to register for membership in the Microbiologists Society and to inform them about the beneficial activities organized by the society.
- 4) Additionally, the responsibility for updating the department's website was assigned to specific teachers.
- 5) Instructions regarding NAAC accreditation were also provided, with an emphasis on adhering to quality standards and maintaining thorough documentation.
- 6) Dr. Gulhane concluded the meeting by expressing her appreciation for the faculty's efforts and emphasizing the importance of collaborative engagement in achieving departmental goals.



Gulhane
Dr. Pranita Gulhane