

BALASAHEB DESAI COLLEGE PATAN

DEPARTMENT OF MICROBIOLOGY

MEETING NOTICE

All the staff members of Microbiology department were here by informed that departmental meeting is scheduled on Monday, 03 /07/2023 (12.15 pm). All are requested to remain present in Microbiology department.

Agenda of meeting:

- Preparation of Academic calendar
- Discussion on workload distribution
- Result abstract preparation
- Planning for COC.
- Any other






Head

**Department of Microbiology
Balasaheb Desai College, Patan
Dist. Satara 415 206**

BALASAHEB DESAI COLLEGE PATAN
DEPARTMENT OF MICROBIOLOGY
DEPARTMENTAL MEETING YEAR 2023-24

A meeting of the Microbiology department faculties was held on Monday, 03 /07/2023 at 12.15 pm. under the Chairmanship of Dr. Mrs. M. R. Sapkal (Head of Department) in the Staff Room. The following members were present.

Sr. No.	Name of the member	Designation	Sign
1	Dr. Mrs. M. R. Sapkal	Head and Associate professor	
2	Ms. P. V. Khairmode	Assistant Professor	
3	Ms. M. A. Kambale	Assistant Professor	

Proceeding of Meeting Dated 03 /07/2023

At the beginning Dr. Mrs. M. R. Sapkal (Head of Department) welcomes all the members of the department.

- **Agenda 1:- Preparation of Academic calendar**

Rough draft of Academic Calendar was place in front of all members with some changes it was finalised and decided to submit it to IQAC

- **Agenda 2:- Discussion on workload distribution**

Discussion on workload took place and decided that all faculties should complete allotted work in scheduled time.

- **Agenda 3:- Result abstract preparation**

Discussion have been took place on preparation of result abstract of last year examination for Class I, II, III as per given format.

- **Agenda 4:- Planning for COC.**

It was unanimously decided to run COC course entitled "General Duty Assistant" for B. Sc. Part III students. Ms. Poonam Khairmode will be the course coordinator.

- **Agenda 5:- any other**

In the meeting Dr. Mrs. Sapkal M.R. guided Ms. Khairmode and Ms. Kambale madam on practical examination preparation. Discussion also took place for making practical charts. Ms .P. V. Khairmode madam express vote of thanks.


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