

**BALASAHEB DESAI COLLEGE PATAN**

**DEPARTMENT OF MICROBIOLOGY**

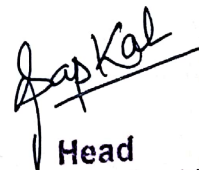
**MEETING NOTICE**

**Date: 20/02/2024**

All the staff members of Microbiology department were here by informed that departmental meeting is scheduled on Thursday, 22/02/2024 (12.15 pm). All are requested to remain present in Microbiology department.

**Agenda of meeting :**

- Confirmation of minutes of previous meeting
- Discussion on study tour
- Discussion on practical examination
- Syllabus review
- Discussion on stock culture maintenance




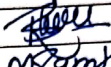
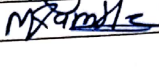
**Head**  
**Department of Microbiology**  
**Balasaheb Desai College, Patan**  
**Dist. Satara 415 206**

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DEPARTMENT OF MICROBIOLOGY

DEPARTMENTAL MEETINGS YEAR 2023-24

A meeting of the Microbiology department faculties was held on Thursday, 22/02/2024 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 22/02/2024

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

- Agenda 1:- Confirmation of minutes of previous meeting

Dr. Mrs. Sapkal M.R. read the minutes of previous meeting and with consent of all members it was finalised.

- Agenda 2:- Discussion on study tour

Study tour of B.Sc. II and III was organised on 17/1/2024. Discussion have been took place on study tour report .It was decided to collect the report prior to practical examination.

- Agenda 3:- Discussion on practical examination

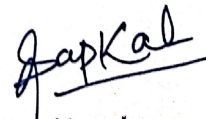
In the last week of February TY Practical is scheduled as per university timetable .It was decided that preparation of practical examination ,slip explanation, journal certification will be well before exam dates.

- Agenda 4:- Syllabus review

In the meeting as capacity of head Dr. Mrs. Sapkal M.R. took review of the syllabus completion of all faculties.

- Agenda 5:- Discussion on stock culture maintenance

In the meeting it was decided to revive all the culture required for practical and cultures will maintain in proper condition and all matter will be carried out by Ms. Kambale M.A.



Head

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