

J

Department of Biotechnology and Microbiology St. Bede's College, Shimla

Minutes of the Meetings of Academic Monitors 2024-2025 Department of Biotechnology and Microbiology

Date of the meeting: July 18, 2024

A meeting of the department of biotechnology and microbiology was conducted to discuss the following;

- 1. Distribution of the workload among the staff
- 2. Conducting a two day Workshop on Skill development and Entrepreneurship

The first agenda item was the distribution of the workload among the faculty. The department members engaged in a detailed discussion to ensure a balanced allocation of teaching and administrative responsibilities.

The second agenda item was the planning of a two-day workshop on skill development and entrepreneurship in collaboration with BIC HPU. The workshop aims to equip students with practical skills and entrepreneurial knowledge to enhance their career prospects. The possibility of inviting industry experts, entrepreneurs, and alumni as guest speakers was also considered to provide real-world insights.

The meeting was attended by the following members

1. Dr. Shruti Gupta (Academic monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur

Rey

Principal St. Bede's College Shirmla



Department of Biotechnology and Microbiology St. Bede's College, Shimla

Minutes of the Meetings of Academic Monitors 2024-2025 Department of Biotechnology and Microbiology

Date of the meeting: September 24, 2024

A meeting of the department of biotechnology and microbiology was conducted to discuss the following:

- 1. The review of the previous meeting was conducted
- 2. To discuss about the arrangements for the skill development workshop to be conducted on 4th and 5th of October.
- 3. Preparations for the departmental audit.

After reviewing the minutes of the previous meeting, the members discussed about the potential speakers and trainers considered for their expertise in the relevant fields that could be invited for the skill development workshop to be conducted on 4th and 5th of October in collaboration with BIC HPU. Besides, the main focus of the meeting was on ensuring that for the departmental audit all departmental documents and activities were compliant with audit requirements. The team reviewed the audit checklist, which included meeting minutes, project reports etc. An internal review was planned to identify any gaps or missing documents, and a mock audit was scheduled to simulate the actual process.

The meeting was attended by the following members

1. Dr. Shruti Gupta (Academic monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur

4. Dr. Anita Chauhan

Dw.

24 9 24

St. Bede's College



Department of Biotechnology and Microbiology St. Bede's College, Shimla

Minutes of the Meetings of Academic Monitors 2024-2025 Department of Biotechnology and Microbiology

Date of the meeting: November 12, 2024

A meeting of the department of biotechnology and microbiology was conducted to discuss the following:

- 1. The review of the previous meeting was conducted
- 2. Coverage of the syllabus
- 3. Date sheet for minor tests

It was decided unanimously in the meeting that minor examinations will be scheduled from 21st December- 28th December, 2024. The final version of the date sheet will be released after review and approval by all members of the faculty.

The meeting was attended by the following members

1. Dr. Shruti Gupta (Academic monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur

4. Dr. Anita Chauhan

0, .

Saular

Principal
St. Bede's College
Skimle



Department of Biotechnology and Microbiology St. Bede's College, Shimla

Minutes of the Meetings of Academic Monitors 2024-2025 Department of Biotechnology and Microbiology

Date: February 10, 2025

A meeting of the department of biotechnology and microbiology was conducted to discuss the following:

- 1. Review of the previous meeting
- 2. Date sheet for practical exams
- 3. Celebration of National Science Day

The practical examinations will be scheduled from 3rd March, 2025 to 15th March, 2025. The examination schedule will be communicated to the students well in advance, and necessary preparations, including availability of lab resources and faculty, will be ensured. The meeting also emphasized the importance of adhering to safety protocols and maintaining a fair assessment process.

It was also decided that a career counselling session will be organized by the departments on the occasion of National Science Day, 2025 for which Dr. Rahul Shrivastava, Professor, Department of Biotechnology and Bioinformatics, Jaypee University of Information Technology, Waknaghat, Solan. will be the resource person.

Following faculty attended the meeting

1. Dr. Shruti Gupta (Academic monitor)

2. Dr. Navdeep Thakur

3. Dr. Anita Chauhan

4. Ms. Reena Thakur