



Department of Biotechnology

St. Edmund's College

NAAC Accredited B++

Affiliated to North Eastern Hill University

Recognized by the University Grant Commission under 2 (f) and 12 (B) of the UGC Act
1956

 secbiotech@gmail.com

 <http://sec.edu.in>

Minutes of Department meeting on 14th November 2023

Department meeting for Biotechnology was conducted on the 14th November 2023 in the presence of following members to discuss on following agendas:

1. Dr Samrat Adhikari (HOD)
2. Ms B manners (Member)
3. Dr Gopesh Paul (Member)
4. Mr Koben John Nongkynrih (Member)
5. Ms Shekinah Challam (Member)

The meeting started by welcoming all the faculty members by Head which was followed by discussing on various agendas:

Internal Examination and Ignou Practicals

- Head briefed the members about the Internal examination marks scored by students. As a matter of concern, it was noticed that few student's (Slow learners) performance was unsatisfactory. It was discussed and agreed upon by all the members that these student will be given a second chance for redo their test with fresh questions.
- Students assignment marks are to be submitted to G Paul for compilation of marks and uploading the same in OASIS NEHU website.
- Practical session with IGNOU students is to start from 5th December 2023. HoD asked the members to requisition for any chemicals or consumables if required before 20th November 2023.
- Distribution of practicals was done among the members.

The meeting ended with a Thanks note from the Head.

Laitumkhrah, Shillong - 793003, Meghalaya, India

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Minutes of Department meeting on 18th July 2023

Department meeting for Biotechnology was conducted on the 18th July 2023 in the presence of following members to discuss on following agendas:

1. Dr Samrat Adhikari (HOD)
2. Ms B manners (Member)
3. Dr Gopesh Paul (Member)
4. Mr Koben John Nongkynrih (Member)
5. Ms Shekinah Challam (Member)

The meeting started by welcoming all the faculty members by Head which was followed by discussing on various agendas:

Routine

Routine for the 1st Semester (NEP) and 3rd Semester (Non NEP) was designed for allotment of classes to individual Teachers.

Syllabus Distribution

Syllabus for 3rd and 5th Semester remains the same for all the members. Syllabus (1st SEM NEP) was distributed and agreed upon by faculties.

Practical Classes

Practicals for odd semester was distributed among the faculty members and it was decided unanimously that experiments will be conducted in batches.

Chemical list

Procurement of chemicals or consumables for practicals are to be prepared by members and submitted to Head within stipulated time.

The meeting ended with a Thanks note from the Head.

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Minutes of Department meeting on 21st April 2024

Department of Biotechnology conducted a brief meeting with the Head of Department and all its faculty members on the 21st April 2024. The members present are:

1. Dr Samrat Adhikari (HOD)
2. Ms B manners (Member)
3. Dr Gopesh Paul (Member)
4. Mr Koben John Nongkynrih (Member)
5. Ms Shekinah Challam (Member)

The meeting started by welcoming all the faculty members by Head which was followed by discussing on various agendas:

- **Syllabus completion report**
- **Practical examination (internal and external)**
- **Nomination for Edmudian for 2024 (from Department)**
- **Department farewell**

- All the members shared their syllabus completion status with Head. Some of the topics left to complete will be covered during scheduled class or by taking extra classes.
- B manners informed that the video link for some topics has been shared with the students for their reference.
- K J Nogkynrih also said that he has started taking class test with students for them to prepare for exams
- S Challam said she is taking remedial classes for slow learners in the department.
- G Paul informed that students are doing revision of various topics and assignment have been submitted by the students.
- Head asked the members to maintain a practice with the students to allow them to discuss on various important topics in the form of presentation by students or conducting test.
- Head asked the members to conduct practical exam (Internal) with students in the form of MCQs or giving them spotting covering the practical syllabus. Members agreed to take MCQs for practical internal exam.
- For NEHU practical examination, internal practical examiners were selected for even semesters.
- Head asked the members to finish with the correction of practical record of all students. And to take strict measures for those students remaining absent for practical and not completing the practicals.

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- As a part of curriculum, head asked the members to select any one student from the department for Edmundian of the year 2023-2024.
- Members along with Head selected Sushang Tamang for the Edmundian of the year 2024.
- Two dates for Department farewell are given by the management for individual department to conduct their Department farewell for outgoing students. The dates are 2nd May and 11th May 2024 as may be feasible by the department.

AOB

- There will be a musical EVITA, which will be staged by Dramatic society and Dance club of the College on the 3rd and 4th May 2024 at Larity Hall (Black Box), Mawdiangdiang. Members are to collect the invitation card from Vice Principal if anyone is interested to attend the same.
- Any e books/ Hard copy of books for department may be selected online and the same may be informed to Head for ordering.

The meeting ended with a Thanks note from the Head.

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Minutes of Department meeting on 2nd February 2024

Department meeting for Biotechnology was conducted on the 2nd February 2024 which was presided over by the Head of Department along with the following members.

1. Dr Samrat Adhikari (HOD)
2. Ms B manners (Member)
3. Dr Gopesh Paul (Member)
4. Mr Koben John Nongkynrih (Member)
5. Ms Shekinah Challam (Member)

The meeting started with a warm greetings from Head to all the faculty members which was followed by discussing on various agendas for upcoming semester (NEP 2020). Following are the agendas discussed:

Routine

Routine for the Semester classes (both NEP and Non NEP) was divided/ arranged among all the members. Any requirement for extra classes will be notified to students without disturbing the normal classes.

Syllabus Distribution and review

The newly revised syllabus for 2nd Semester (NEP 2020) and 4th and 6th Semester (Non NEP) was distributed to all faculty members. A detailed discussion was held on the key changes and updates in the syllabus.

Practical Classes

Practical classes will be held after the theory classes and it will be taken in batches. Any student absent (only in case of emergency) during practicals will be allowed to repeat only once. Students will be encouraged to maintain 80% attendance in their honours class and 100% in practicals.

College Week

As College week will be held during the month of February, all the students will have to seek permission for remaining absent during the class for taking part in activities or games/ events.

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Department Library

Students will be encouraged to visit College library frequently for proper reference.
Students will be asked to register themselves for N List in the Library.
All the members were asked to check the books in the department library and see whether any books are to be submitted by the students.
E books based on the syllabus will be shared with all the students for their reference.
Any notes (power point/ word/video) shared with the students has to be made copyright.

Chemical list

Chemicals requirement for practical have to be submitted (with Cat no., company and quantity) on or before 20th February 2024.

Department Calendar

HoD asked the members for their inputs for the yearly Departmental Calendar for various events/ activities.

Institutional Biotech HUB

Invited lectures/ Seminar/ Workshop under Biotech HUB will be conducted and a separate meeting will be held for the same. Tentative dates for the seminar was decided and will be finalised based on the availability of resource person.
Resource person from within the region will be invited.

Department committees

Various committees for department are:
Exam- Dr Gopesh Paul
Library- Mr Koben John Nongkynrih
Seminar- Ms. B Manners
Magazine- Ms S Challam
Discipline- Dr S Adhikari
Maintenance & Cleaning- All members.

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Summer Training

Final semester students will be sent for their summer training course to different institutes within the region. Students will have to submit their summer training report for assessment.

IGNOU Practicals

Head informed faculty members that the practical session for IGNOU will commence from 8th February 2024.

The meeting ended with a Thanks note from the Head.

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