

**Department of Commerce**  
**MINUTES REGISTER**



Date - 17/08/23

Time - Thursday

- Agenda :
- Discussion on department discipline
  - Governing council meeting - discussion
  - Discussion on admissions related matters
  - unit test book and mark entry
  - Model Exam
  - Discussion on charity programme

Present

1. Sajina K.C

2. Vineetha C

3. Nithya N.

4. Shimmera K.V

5. Anju T.V

6. Lishitha

7. Theesamol Augustine

8. Anupama V.V

9. Blessymol Baby

10. Andrea Venu P

11. Indheesh P.V

12. Anjan P. Raj

13. Sreha N.M

- Resolution
- ▷ Decided to follow the instruction taken in governing council meeting
  - ▷ Decided to conduct 210 challenge programme



Date: 05/09/23

Time: 1.15 PM

Agenda:

- \* V Sem Model Exams preparations
- \* Discussing completing the portions & pending <sup>subject</sup> classes
- \* Terminal examinations for 3rd sem
- \* classroom discipline
- \* Best practice
- \* Internal mark.

Present:

- |                              |                    |
|------------------------------|--------------------|
| 1. Lishitha M V              | <u>Ashitha</u>     |
| 2. Anupama V V               | <u>[Signature]</u> |
| 3. Divya Varghese            | <u>[Signature]</u> |
| 4. <del>Anya S. P. a</del>   | <u>[Signature]</u> |
| 5. <del>Sneha A. S.</del>    | <u>[Signature]</u> |
| 6. Blessymol Baby            | <u>[Signature]</u> |
| 7. <del>Aradhya Venu P</del> | <u>[Signature]</u> |
| 8. <del>Vinutha S.</del>     | <u>[Signature]</u> |
| 9. <del>Anju T. V.</del>     | <u>[Signature]</u> |
| 10. Treesamol Augustine      | <u>[Signature]</u> |
| 11. Sajina K. C              | <u>[Signature]</u> |
| 12.                          | <u>[Signature]</u> |

Resolution :-

- ▷ Complete portions [5th Sem] before university exams.

- ▷ Decided to conduct PTA meeting for final year (22/9/23)
- ▷ Decided to prepare question papers on or before 15/09/23.
- ▷ Decided to conduct remedial classes.
- ▷ Decided to complete all documents.
- ▷ To maintain strict discipline with regard to attendance, 2d cond, uniform etc



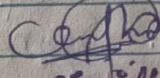
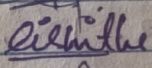

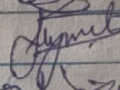
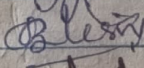




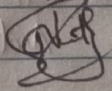
Date: 27/10/23

Time: 1.15 P.M.

Agenda:-

- III<sup>rd</sup> sem. model exam preparation
- III<sup>rd</sup> Sem. terminal examination
- Mentoring note book
- III<sup>rd</sup> Sem. Terminal Examination.

Present:-

- |                   |   |
|-------------------|---|
| 1. Umetha         |    |
| 2. Lishitha M.V   |   |
| 3. Anupama V.V    |  |
| 4. Sajina K.C     |  |
| 5. Blessymol Baby |  |
| 6. ANJU T.V.      |  |
| 7. Divya Varghese |  |
| 8. Sneha N.S      |  |
| 9. Archana Venu.p |  |
| 10. Nithya N      |  |

Resolution:-

- ▷ Decided to conduct remedial class and complete the portions of 3<sup>rd</sup> semester.
- ▷ Maintain strict discipline and action towards late comers.
- ▷ Decided to prepare model exam question paper as pattern given and instructions given.
- ▷ Terminal examination to be conducted.
- ▷ Conduct PTA meeting for first year students.



Date: 03/01/2024  
Time: 12:50 pm.

### Agenda.

6<sup>th</sup> sem students project work.  
1<sup>st</sup> sem university exams. ~~results~~  
Attendance and Discipline  
University Arts 2024.

### Present.

1. Anupama.v.v
2. Sejsna.h.c
3. Dinger
4. Vimala.h.c
5. ANJU.T.V.
6. Nithya.N
7. Arpana.P.
8. Snehaesh.P.V
9. Blessymol Baby
10. Ardra Venu.p

### Resolution.

- > Effective monitoring for by guides allocated.
- > Internal mark submission for 1<sup>st</sup> semester & APC.



DLMC

Dept: of  
Physics



Dept. of Physics staff meeting held on  
1/06/23 at 2.45 pm

### Agenda-

New academic yr. action plan  
Result analysis  
Syllabus workload, Time table  
committee club- co-ordina-  
class in charge  
other.

### Members

Module A	<u>MD</u>
Divya M.V	<u>MD</u>
Mridula Raj	<u>MD</u>
Raghuraman P.	<u>MD</u>
Sarath E	<u>MD</u>
Nikhila K.C	<u>MD</u>

### Suggestions:

To improve UG results  
Conduct unit wise test papers monthly  
Cover the portions in the syllabus nearly  
one month prior to university exams  
Weekly mentoring for students  
Monthly Tutorial meeting &  
Regular PTA meeting  
Remedial class for weak students in evening  
Revision classes and continuous test  
papers before university exams  
Regular Communication with parents about study

Divided the workload and new timetable  
discussed.

Syllabus portions are divided.

Class charges are allotted.

III BSc - Mridula Raj

II BSc - Mridula A

I BSc - Raghuraman

II MSc - Sarath

I MSc - Divya.

Lab charges are assigned as follows

III BSc - Mridula A.

II BSc (phy) - Sarath

II BSc (ch) - Mridula R Divya

II MSc - Sarath

I MSc (Gen) - Mridula Raj

I MSc (el) - Raghuraman.

Club Co-ordinators 1. Fziko - Mridula Raj  
2. Astro - Raghuraman

Alumni Coordinator - Divya

Program Co-ordinators - Sarath

Add-on Course Co-ordinators - Sarath

Discussed about new academic year Action Plan.  
Suggested to All teachers must co-operate to  
keep the discipline, punctuality and good  
Academic result.

Leave Days are to observed in effective manner.

All information to be communicated in  
PTA whatsapp grp by class teachers.

V Sem portions to be completed by the  
month of August itself. In September  
revision classes to be conducted for V Sem.  
and model exam can be conducted.



Dept of Physics staff meeting held on  
13/05/23 at 12.45 pm.

Agenda:

Action plan - discussion  
Other

Members:

1. Dr P C Sreenivas
2. Fr. Samuel Pothupady
3. Vinodkumar
4. Maidula Raj
5. Divya M.V
6. Nikhila K.C.
7. Sarath E

## Suggestions

Action plan for the academic  
year 2023-24 is discussed with Principal.  
Detailed discussion is done.  
Modification is done slightly.

Analysed the BSc final year result.  
Discipline to be maintained correctly.  
Library is to be used effectively by  
students & Teachers.

Smart classroom is to be used by all teachers.

Club activities to be strengthened.

Books to be donated to Dept Library on  
birthdays. Charity activities as a part of club

activities. Monthly test and revision classes to  
be conducted to improve results. Orientation  
class and Bridge course for 10th & 11th students.  
Checklist to be prepared effectively by all  
teachers. Mentoring should be done in good  
manner.








Department of Physics meeting held on  
30/06/23 at 1 pm.

Agenda:

Council meeting decision conducted  
on 27/06/23

Members:

Mridula - A   
Divya - M.V.   
Mridula Raj   
Saritha - E   
Raghuvaran T.P. 






Discussed the council meeting decision.  
and Alumni Co-ordinator - Divya  
Course Co-ordinator - Saritha  
Career Guidance Co-ordinator - Raghuvaran.  
Unit-test marks to be given to class teacher by  
3/07/23. Cover II sem syllabus portions by  
August last itself. Discussed university  
academic calendar and important dates for exams.  
II Sem UG Prepara II sem UG internal mark.

Dept. of Physics meeting held on 14/07/23 at  
1 pm.

Agenda:

Internship for UG students  
Add-on Course.  
Syllabus division I pg & I ug  
Workload discussion  
Result analysis II sem.

Members:

Mridula - A   
Divya - M.V.   
Raghuvaran T.P.   
Mridula Raj   
Saritha - E 

Discussed about internship programme.  
Analysed II sem result and decided to give  
remedial / revision class for II sem failed students.  
Discussed about the workload.  
Divided the Paper of I ug & I pg







Dept of Physics meeting held on 2/08/23.

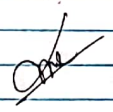
### Agenda

I sem result  
New time table  
Internship  
I sem admission

### Members:

Mondula A   
Divya M.V   
Raghuraman TP   
Sarath F 

Analyzed I sem result. Decided to conduct remedial class for weak students in I sem paper. Discussed new time table and workload. ~~discussed~~ the Discussed the internship programme for III sem UG. Decided to contact every applied student by I UG + I pg to their admission process.









Dept of Physics meeting held on 25/08/23 at 10 am.

### Agenda

Decision of Council meeting  
I sem MSc result  
MSc students Project  
Other matters

### Members:

Mondula A   
Mondula Raj   
Sarath F   
Raghuraman TP   
Divya M.V   
Nilchila K.C. 

Decisions of council meeting are informed to staff.  
II sem portion to be completed by Sept 10<sup>th</sup>. Model exam to be conducted from Sept 20. (Tentative date of UG exam 10/10/23)  
III Sem UG Terminal exam on 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup> September.  
Question papers to be submitted on or before 5/09/2023  
PTA meeting of II sem to be conducted before September 20. Revision class for II sem from 10<sup>th</sup> to 25<sup>th</sup>.  
Seminar proceed to be completed before Sept 15<sup>th</sup>.  
Bridge Course for I year students on Sept 11<sup>th</sup> & 12<sup>th</sup>.  
Best practice of dept. to be conducted (cheerily). Mobile Squad will check will mobile in all class monthly.  
Gundur college signed Collaboration with PNR College.  
Teachers day programme on 7<sup>th</sup> afternoon. Onam Vachan from 26<sup>th</sup> Aug to Sept 4.



All teachers should be role model to students and should be in discipline in class rooms and keep punctuality. Achievement Board to be completed.

MSc students got sanction to do project work at Udy. Kannur Udy centre Campus. Analyzed Term MSc results.

Dept of Physics meeting held on 6/10/23 at 3.30 pm.

### Agenda

Council meeting decision  
Other matters  
Alumni-meet.

### Members:

1. Mrudula A
2. Raghuraman TP
3. Divya M.V
4. Mrudula Raj
5. Sarath F
6. Nikhila K.C.

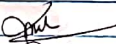
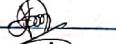
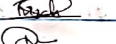

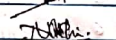

Council meeting decision are informed to all staffs in the department. III Sem UA model exam will start from Oct 30<sup>th</sup> and question paper to be forwarded to the concerned mail before 16/10/23. Terminal exam for I sem from Nov 2-6 and question papers be ready by 18/10/23. III Sem UA & pa classes to be completed before 30/10/23. Nov 5<sup>th</sup> will be last working day for III sem. V<sup>th</sup> sem University exam will start from 10/10/23. VI<sup>th</sup> sem classes to be started from 30/10/23. Decided to conduct Department Alumni meet on 21/10/23.



Department of Physics meeting held on 27/10/23 at 12:45 pm.

Agenda: Council meeting decision taken on 26/10/23.  
Even Sem Topic Division

Members:

1. Mridula A. 
2. Sarath E. 
3. Mridula Raj. 
4. Divya M.V. 
5. Raghuraman T.P. 
6. Nikhila K.C. 







Council meeting decision are informed to all staffs in the department. VI sem ug and IV sem ug, pg division topics are allotted and. Unit test to be conducted for I sem pg. I sem pg student profile to be make completed. Ethnic Day celebration on November 1<sup>st</sup>.



Department of Physics meeting held on 28/11/23 at 3 pm.

Agenda: Council meeting decision taken on 28/10/23 meeting at 11:20.  
Other matters.

Members:

- Mridula A. 
- Divya M.V. 
- Sarath E. 
- Mridula Raj. 
- Raghuraman T.P. 
- Nikhila K.C. 

I sem ug model examination from 13/12/23. Qn. paper to be submitted by 5/12/23. I sem pg model exam on 18, 21 Deceme & 3<sup>rd</sup> & 4<sup>th</sup> Jan. I sem Pg PTA meeting to be conducted. As per vty order only one teacher have to attend V Sem CV Camp. Conveyed the formation of new club - staff - Happiness club.





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Department meeting conducted on 23/01/24 at  
3.15 pm.

Agenda:

Council meeting decisions  
Other academic matters  
INDUSTRIAL VISIT

Members:

Mrudula. A

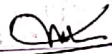

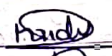



Divya. M.V

Mrudula Raj

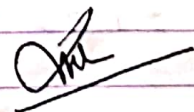
Sarath. E

Raghuraman T.P

Nikhila. K.C.

Analysed V Sem results and decided to give extra work for students to get good result. Complete the portion of VI Sem by 15/02/24 and conduct model exam before March 6. Discussed about earn & while learn programme and Best practice. Decided to conduct these programme in February. Planned to conduct one day visit - (Industrial visit) to Kellon for all students of our Departments. Conduct Practical model examinations in all IV Sem UG & VI Sem UG classes before their university examination.





Department meeting conducted on 27/02/24  
at 3.15 pm

### Agenda:



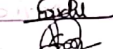

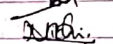

Council meeting decisions

National Science Day

Visit to Buds School;

EARN WHILE LEARN PROGRAMME

### Members:

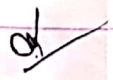
1. Mridula A. 
2. Divya M.V. 
3. Mridula Raj 
4. Sarath E. 
5. Raghuraman T.P. 
6. Nikhila K.C. 

IV Sem UG, PG & II Sem UG, PG classes to be completed by March 27<sup>th</sup>. & Model exam to be conducted for IV Sem UG & II Sem PG before that. II Sem UG class test to be conducted before March 27<sup>th</sup>. PTA meetings to be conducted before March 27.

Decided to celebrate National Science Day on 28/02/24, puzzle competition and seminar by PG students.

Decided to conduct one day visit to buds special School and to handover the shelf which is to be donated by alumni & students of Physics department.







Decided to conduct a workshop on CCTV installation for students as a part of "EARN WHILE LEARN" programme on 6/03/24 at 1.30 pm. Our alumni Jothink will handle the class.



Department meeting conducted on 22/03/24 at  
12.30 pm

Agenda: Informal decision of Council meeting  
Portion pending for II sem PG, II Sem UG  
Lab work & Record Completed.

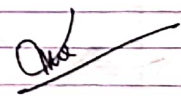
### Members:

- |                 |   |
|-----------------|---|
| Mridula A.      |  |
| Mridula Raj     |  |
| Raghuraman T.P. |  |
| Divya M.V.      |  |
| Sarath E.       |  |
| Nikhila K.C.    |  |

Discussed about the pending hours needed in each class and portions completed. Council meeting decisions are informed to all.

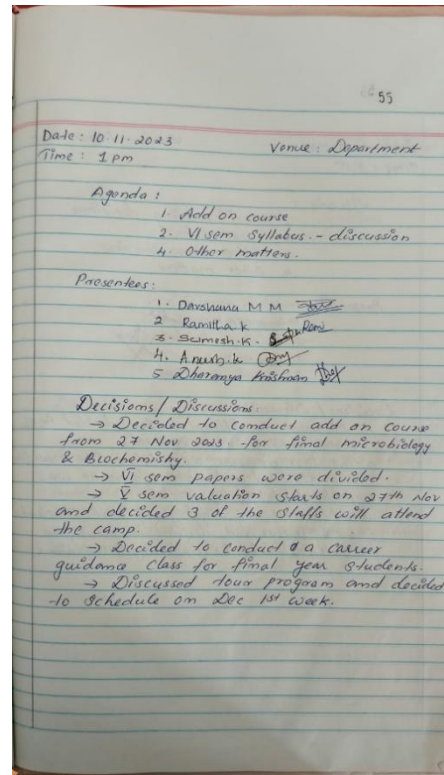
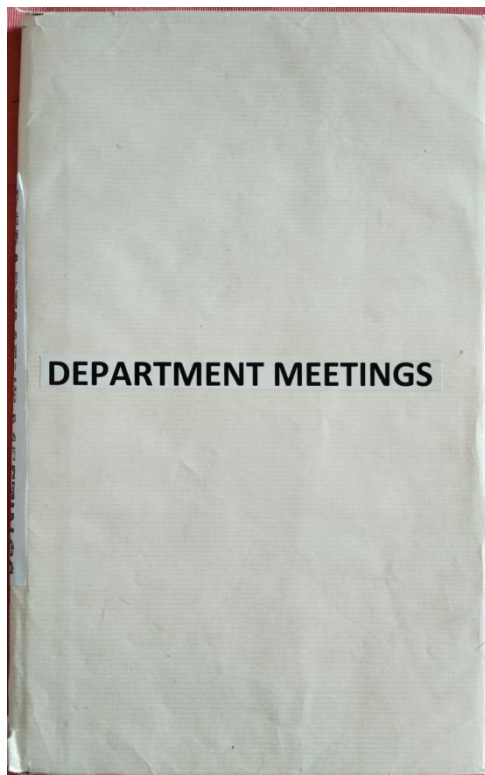
Need to take special class for II Sem PG for Quantum mechanics & Stats. All lab work are completed.

Assess & Evaluated the work of Department in the academic year and all are satisfactory





## DLMC minutes (front page and meeting page)




## Dept. Timetable

DAYS	CLASS	1	2	3	4	5
MONDAY	V SEM MICROBIOLOGY	BACTERIAL DISEASES	VIRAL, FUNGAL, PARASITIC DISEASES	ENVIRONMENTAL MICROBIOLOGY	MICROBIAL BIOTECHNOLOGY	BACTERIAL DISEASES
	III SEM MICROBIOLOGY	MICROBIOLOGY LAB	MICROBIOLOGY LAB	CHEMISTRY	MICROBIAL PHYSIOLOGY AND METABOLISM	BIOINFORMATICS AND BIOPROCESS TECHNOLOGY
	I SEM MICROBIOLOGY					
	III SEM BIOCHEMISTRY			APPLIED MICROBIOLOGY I		
TUESDAY	V SEM MICROBIOLOGY	MICROBIOLOGY LAB	MICROBIOLOGY LAB	MICROBIOLOGY LAB	VIRAL, FUNGAL, PARASITIC DISEASES	BACTERIAL DISEASES
	III SEM MICROBIOLOGY	BIOCHEMISTRY FOR MICROBIOLOGY	BIOTECH LAB	CHEMISTRY LAB	MICROBIOLOGY LAB	MICROBIOLOGY LAB
	I SEM MICROBIOLOGY		FUNDAMENTALS OF MICROBIOLOGY			
	III SEM BIOCHEMISTRY			APPLIED MICROBIOLOGY I		
WEDNESDAY	V SEM MICROBIOLOGY	MICROBIOLOGY LAB	MICROBIOLOGY LAB	OPEN COURSE	MICROBIOLOGY LAB	MICROBIOLOGY LAB
	III SEM MICROBIOLOGY	BIOTECHNOLOGY	BIOTECH LAB	CHEMISTRY LAB	BIOTECHNOLOGY	BIOCHEMISTRY FOR MICROBIOLOGY
	I SEM MICROBIOLOGY			FUNDAMENTALS OF MICROBIOLOGY		
	III SEM BIOCHEMISTRY				APPLIED MICROBIOLOGY I	
THURSDAY	V SEM MICROBIOLOGY	BASIC MICROBIOLOGY I				
	III SEM MICROBIOLOGY	VIRAL, FUNGAL, PARASITIC DISEASES	ENVIRONMENTAL MICROBIOLOGY	OPEN COURSE	MICROBIOLOGY LAB	MICROBIOLOGY LAB
	I SEM MICROBIOLOGY	MICROBIAL PHYSIOLOGY AND METABOLISM	BIOCHEMISTRY FOR MICROBIOLOGY	CHEMISTRY	BIOINFORMATICS AND BIOPROCESS TECHNOLOGY	BIOCHEMISTRY FOR MICROBIOLOGY
	III SEM BIOCHEMISTRY		FUNDAMENTALS OF MICROBIOLOGY			
FRIDAY	V SEM MICROBIOLOGY			BASIC MICROBIOLOGY I		
	III SEM MICROBIOLOGY	MICROBIAL BIOTECHNOLOGY	ENVIRONMENTAL MICROBIOLOGY	MICROBIAL BIOTECHNOLOGY	BACTERIAL DISEASES	MICROBIOLOGY LAB
	I SEM MICROBIOLOGY	CHEMISTRY	BIOINFORMATICS AND BIOPROCESS TECHNOLOGY			
	III SEM BIOCHEMISTRY	MICROBIOLOGY LAB				BASIC MICROBIOLOGY I



## Work diary (front page and single page of work details)

  
**GURU DEV ARTS & SCIENCE COLLEGE**  
(Managed by Catholic Diocese of Bathery)  
Affiliated to KANNUR UNIVERSITY  
P.O. Marthi, Payyattur, Kannur Dist., Tel: 04985 281500

**2023 - 2024  
WORK DIARY**

Name of Faculty: *M. Dhananya Krishnan*  
Department: *Microbiology*

Email: gurudevcollege@gmail.com  
Website: www.gasc.ac.in

Date: <i>11.08.2023</i> Day: <i>Friday</i>			Date: <i>14/08/23</i> Day: <i>Monday</i>		
Teaching time	Class	Topic / Activity	Teaching time	Class	Topic / Activity
9.30 a.m. 10.30 a.m.		<i>club action plan preparation</i>	9.30 a.m. 10.30 a.m.	<i>II MB</i>	<i>Simple Staining</i>
10.30 a.m. 11.25 a.m.	<i>II MB</i>	<i>Oxidolysis-test PPP pathway.</i>	10.30 a.m. 11.25 a.m.	<i>II MB</i>	<i>"</i>
11.40 a.m. 12.25 noon		<i>Library council meeting.</i>	1.40 a.m. 2.25 noon		<i>Library.</i>
Lunch Break			Lunch Break		
1.25 pm. 2.20 pm.	<i>III MB</i>	<i>Production of ethanol.</i>	1.25 pm. 2.20 pm.	<i>III MB</i>	<i>Acetone Butanol Cyclic acid.</i>
2.20 pm. 3.15 pm.			2.20 pm. 3.15 pm.	<i>III MB</i>	<i>"</i>
Signature of the Teacher: <i>[Signature]</i> Signature of HOD: <i>[Signature]</i> Verified by Principal / CEO: <i>[Signature]</i>			Signature of the Teacher: <i>[Signature]</i> Signature of HOD: <i>[Signature]</i> Verified by Principal / CEO: <i>[Signature]</i>		

## Internal mark register (front page and specific page)



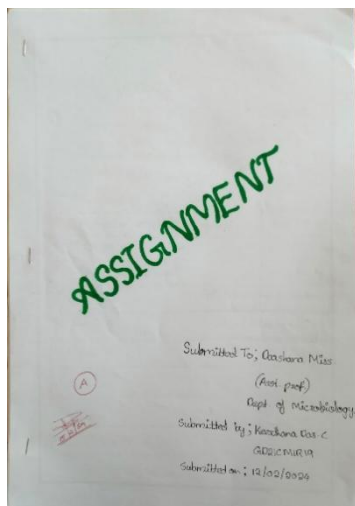
66				67			
GSC-MCB SANITATION				MICROBIOLOGY			
Register Number	Name of the student	Assignment (50)	Attendance (50)	Test paper (50)	Total (150)	Signature	
01	PREETHAM P.T	2	3	25	75	<i>[Signature]</i>	
02	KRISHNA S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
03	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
04	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
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15	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
16	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
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20	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
21	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
22	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
23	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
24	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
25	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
26	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	
27	ABHIRAM S. ANANDAR	2	3	25	75	<i>[Signature]</i>	

Sumesh R. *[Signature]*

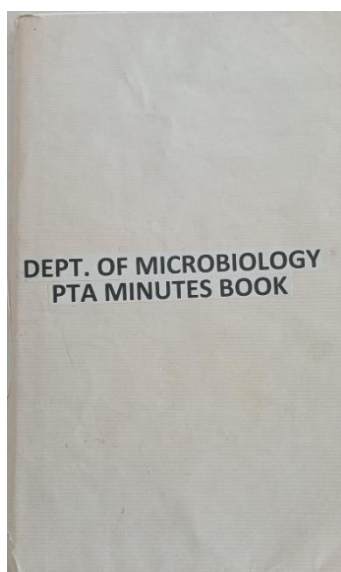
## Open course details



## Assignment/ seminar (1copy)



## Class PTA register (front and specific page)



11 <sup>th</sup> Semester PTA meeting 12.10.2023		
PTA meeting was organized from 12.10.2023 to 13.10.2023 during working hours 9.30 to 2.30 pm in the department.		
Agenda: Technical examinations results → 1st 2nd university exam → other matters		
#	Responsible name	Students name
01	Chunikaunna P.P.	Shrutha P.P.
02	Sahana K.V.	Khadaya K.V.
03	Raviana S.H.	Shravan Shree H.H.
04	Nareema K.K.	Padhimathul Anjane
05	Bhiny K.P.	Nishuana
06	Radmanath	Kirithana Padhu
07	Reena M.	Anshika T.
08	Wiji K.	Nandhya K.
09	Suje K.	Nithya M.
10	Bindu K.P.	Nandana K.P.
11	Sumitha C.P.	Sanjana P.
12	Manoj P.H.	Vijaya K.
13	Preetha E.V.	Simranu E.V.
14	Pritya A.	Sushmita P.P.
15	Nisha P.P.	Maghasasidhama
16	Rajani K.V.	Yathra K.V.

### Decisions/ Discussions

- Decided to conduct regular class tests and rebase in PTA group
- Decided to inform the absentees regularly in the group
- Discussed and decided to provide revision class and remedial classes.



## Action plan

<b>Department of Microbiology</b> <b>Gurudev Arts Science college, Mathil</b> <b>Action plan for the Year 2023-2024</b>				
<b>AIM</b> To be recognized as a global destination in the field of Microbiology Learning not about the facts but training the mind how to think.				
ACTION DESCRIPTION	PARTY/DEPT RESPONSIBLE	DATE SCHEDULED	RESOURCES REQUIRED	OUTCOME
Monsoon Diseases Awareness Campaign	Microbiology	June	Final Year Students of the Department	To develop presentation and interactive skills, social awareness, etc...
Awareness Programme on Antibiotic Resistance	Microbiology	July 2nd week	Resource person	To develop awareness about bacteriophage and its commercial production
Fresher's Day/ Bridge Course	Microbiology	August 1st week	Teachers/Students of the department Resource person	To increase interaction between new and old students.
Careerable Learn program	Microbiology	August 2nd week	14 Sem students of the department	To make aware of entrepreneurship
Department Day/ Exhibition	Microbiology	September 2nd week	Department students	To recruit the students and expose their talents.
Blood group detection, blood donation camp (Blood donation day)	Microbiology and Blood Donors' form	October 1st week	Students from various departments of the college	To create awareness about importance of blood donation
National Seminar	Microbiology, Biochemistry & IQAC	October	Appropriate personalities from recognized Institute	Enrichment, Expansion, Organizing, Awareness about recent developments

HACCP (certificate) course for third year students	Department of Microbiology and Biochemistry	December 2nd week	Indocon Food Safety Management Systems, Emulsium	To provide awareness and its cards about food Safety.
Tour	Microbiology	2024 January 1st week	Teachers and Final year students of department	Refreshment
Career Guidance class	Microbiology	2024 February 3rd week	Appropriate personalities from recognized Institute.	To throw light Towards scope of Microbiology.

### REGULAR ACTIVITIES

- Tutorial system for students.
- Effective mentoring
- Semester wise parents meeting.
- Guiding students for paper presentation and project work.
- Debates for developing communicative skills.
- Guide lines for improving wet lab skills and computer skills.
- Individual attention to the needs of each student.
- SMS alerts
- Add on Course

### CLASS ROOM ACTIVITIES

- Seminars
- Debate regarding relevant topics
- Clases and Quiz for competitive exams
- Monthly and chapter wise tests
- Innovative teaching methods
- Video and model-oriented classes
- Library hour

### OTHERS

- Coaching class for competitive exams
- Department Library

## University exam valuation call letters

### Attached

## Appoinment letters- BoS, curriculum structuring, question paper setting, viva voce

### Attached