

10/8/2023

1. Terminals onwards 10:00 AM to 5:00 PM are the college timings till exam are completed.
2. To call 1<sup>st</sup> yrs and ask them to come to college.
3. Website updation is a must.
4. Each committee should plan activity / per week.
5. To be actively active in research.
6. To restart CFSE.
7. Each department should conduct conference / workshop before March.
8. Give / submit proposals for conferences & workshop.
9. Resolution should be written and get approved by staff of Dept and Principal to conduct any program.
10. Attendance of the participants should be taken and registered / recorded.
11. Conferences etc., may be conducted in hybrid mode.
12. To conduct research methodology workshop.
13. DST - SERB (Dept of Science & Technology - Science Engineering research Board) visit and apply.

Enrol and get user ID and PW

14. Conference Title, Date, Impact on community, Tentative Speakers, letter from principal  
Take prints of Proforma
15. To plan in this academic year: Important days celebrations (Make a list of important days of a year)
16. DBT & DST Serb will give money easily
17. check PPT sent by Dr. Mallikarjuna for DST - Funds.
18. To contact pradheep about Re / Workshop & FDP
19. Bring proposal / project in supplied format, show to principal.

Name of the Lecturer

Signature


1) Dr. R. Nageswari

B. Nageshwarani

Lecturer in charge in Dept of Biotechnology

2) Smt. K. Anusha

Lecturer in Dept of Biotechnology

 16/8

3) Dr. Parvita Sas

Guest Faculty in Dept of Biotechnology

