

16/8/23.

1. To discuss regarding upcoming semester exams, 17<sup>th</sup> onwards
2. To design timetable for sem 1, 3 & 5.
3. To conduct BOS meeting on 30<sup>th</sup> Aug 2023.
4. To conduct student induction programme.
5. To propose and conduct department activities.
6. Those teachers who completed 10 yrs of service.
7. To complete moderation just before each exam.
8. No mobile phones will be allowed during moderation.
9. Classes for 1<sup>st</sup> years will commence from 17<sup>th</sup> Aug, 2023
10. BOS should be completed by 20<sup>th</sup> Aug 2023
11. Students should not roam around / in corridors - classes should be conducted regularly.
12. Deeksharanbh to be conducted for 15 days (17<sup>th</sup> - 31<sup>st</sup> Aug 2023)
13. To submit list of Academic activities that will be conducted by the department for the year 2022-2023
14. Each department must conduct atleast 2 activities in a month
15. 4<sup>th</sup> and 6<sup>th</sup> sem exams will be commencing from 12<sup>th</sup> Aug 2023.

16. Syllabus for sem-1 to be offered as it is for as prescribed by APSCHE
17. Report about Deeksharambh programme 17, 18, 19, 21, 23<sup>rd</sup>, 23, 24, 25, 26, 28, 27, 30, 31 — 13 days  
← schedule —
18. Prepare timetable
19. The timings for sem-1 are 10am - 1pm
20. To call sem-1 students and to inform that the classes will commence from tomorrow that is 15/8/2023
21. To conduct CIE-1
- 22) Internal (CIE-1) will be institutionalised, question paper should be submitted to controller of exams much in advance
- 23) From academic year 2023-2024, 100 multiple choice questions should be jumbled and given for CIE-2 online exam
- 24) Programme code and course code for sem-1 courses being offered from 2023-24, will be given by CoE, and these codes only should be entered in BOS documents

Name of the Lecturer

1) Dr. B. Nageshwar

— Lec. Incharge in Dept of Biotechnology

2) Smt. K. Anusha

— Lec in Dept of Biotechnology

3) Dr. Parvika Saini

— Guest faculty in Dept of Biotechnology.

Signatures

B. Nageshwar

16/8

A. Saini