DEPARTMENT OF BIOTECHNOLOGY
SHAHEED HIMAYUN MUZZAMIL MEMORIAL
GOVT. DEGREE COLLEGE, ANANTNAG
Khanabal, Anantnag – 192101 (J&K) NAAC ACCREDITED GRADE "B+" (CGPA: 2.53)

No: DCA/BT/2026/ 10

Dated :-01-10-2026

Minutes of Meeting (Department of Biotechnology) Government Degree College, Anantnag

A meeting of the Department of Biotechnology, Government Degree College, Anantnag was convened today on Thursday, 1st of October 2026 in the Departmental Office at 2:30 PM.

The following members were present in the meeting: -

1. Dr. Adfar Yusuf (Assistant Professor & Head, Dept. of Biotechnology)
2. Dr. Mir Yasir Arfat (Assistant Professor, Dept. of Biotechnology)
3. Dr. Shabir Ahmad Lone (Faculty on Academic Arrangement, Dept. of Biotechnology)
4. Dr. Madhiya Manzoor (Faculty on Academic Arrangement, Dept. of Biotechnology)
5. Dr. Deepika Pandita (Faculty on Academic Arrangement, Dept. of Biotechnology)

Agenda:

1. **Academic Planning & Operationalization:** Formulation of the teaching schedule and strategy for the smooth commencement of coursework for the newly admitted **B.Sc. 7th Semester (Honors) Batch.**
2. **Curriculum & Workload Distribution:** Allocation of Major/Minor papers (**Course Codes: J1/N, J2, and J3**) among departmental faculty members to ensure equitable distribution of syllabus coverage and specialization alignment.

Proceedings:

The meeting started with opening remarks from the Head of Department, wherein she emphasized the smooth commencement of academic activities and timely completion of the 7th Semester (Honors) syllabus. The members reviewed the overall syllabi structure for Papers J1/N, J2 and J3. After threadbare discussion, unanimous decisions were adopted as follows:

1. **Equitable Workload Distribution:** The teaching units for Papers J1/N, J2 and J3 were evaluated and distributed equally among the departmental faculty members to ensure balanced academic responsibilities and optimal course delivery.

2. **Curriculum Execution:** Each faculty member was assigned specific units corresponding to their domain expertise across Papers J1/N, J2 and J3 in alignment with the prescribed syllabus framework.
3. **Instructional Delivery & Compliance:** All concerned faculty members shall prepare their respective lecture plans and course materials to ensure smooth and uninterrupted class delivery strictly in accordance with the departmental timetable with immediate effect.

The meeting concluded with a vote of thanks proposed by the Head of the Department.

Minutes of meeting submitted for approval.

Name	Signature
Dr. Adfar Yusuf	
Dr. Mir Yasir Arfat	
Dr. Shabir Ahmad Lone	
Dr. Madhiya Manzoor	
Dr. Deepika Pandita	
Ms. Maharan Nissa	

Head
Department of Biotechnology