
R. C. PATEL

**Institute of Pharmaceutical Education and Research, Karvand Naka Shirpur Dist.
Dhule (MS) 425405**

Date: 17/10/2014

Venue: Seminar Hall

Agenda for Meeting:

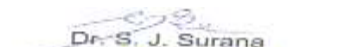
1. Regarding internal and University examination
2. Regarding Diwali Vacation
3. Regarding academic duties

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Committee discuss about completion of syllabus for internal and university examination
3. Committee discuss about the distribution of criteria wise work of NAAC to various faculties
4. Feedback collection procedure was discussed for the syllabi of B Pharm I, III, V and VII sem students
5. Dr. S. J. Surana Principal discuss Diwali vacation schedule for students and staff
6. Dr. A.A. Shirkhedkar, Vice Principal discuss about schedule of internal theory and practical examination immediately after vacation.
7. Dr. S. J. Surana, Principal brief about tentative dates of University examination
8. Committee decided that assessment of answer book should complete immediately and to show to students. It has been decided that marks to be entered in marks register.
9. Committee discussed about change in academic duties and class teacher appointment for next semester
10. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. S. J Surana
2. Dr.AAShirkhedkar
3. Dr. P H Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. H S Mahajan


Dr. S. J. Surana
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Date: 06/12/2014

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding internal and University examination
2. Regarding Academic Portfolio
3. Regarding academic weekly teaching plan

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Dr. P H Patil, Vice Principal discuss academic calendar for 2nd term of academic year 2014-15. He also overview about tentative dates for internal as well as University examination.
3. Dr. S J Surana, Principal discuss about different academic portfolio and duties allotment
4. It is decided that from this academic session weekly teaching plan is circulated among students through What's app groups one week prior to prepare accordingly.
5. Dr.AAShirkhedkar Vice Principal guided about maintenance of academic diary and local guardian book
6. Committee discuss about how to maintain record of academic portfolios and duties
7. Meeting was concluded with permission of chair and vote of thanks.

Members present:

1. Dr. S J Surana
2. Dr.AAShirkhedkar
3. Dr. P H Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. H S Mahajan


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**Institute of Pharmaceutical Education and Research, Karvand Naka
Shirpur Dist. Dhule (MS) 425405**[NAAC Accredited; NBA Re-Accredited]

Date: 15/01/2015

Venue: Seminar Hall

Agenda for Meeting:

1. Special meeting to implement mission and vision
2. Regarding Programme Education Outcome Programme Outcome Course Outcome

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Dr. S J Surana, Principal discuss about different stakeholders for implementation of new mission and vision in the institute
3. Dr. A Shirkhedkar suggested to display the mission and vision statement at different location in the institute premises
4. Committee has discussed Course Outcome in relation to Programme Education Outcome and Programme Outcome
5. Committee discussed about the progress of criteria wise work of NAAC
6. Committee discussed the schedule of the feedback from students of II, IV, VI and VIII sem
7. Committee discussed about the feedback analysis report of I, III, V and VII sem students
8. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr. A A Shirkhedkar
3. Dr. P H Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. H S Mahajan


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Shirpur Dist. Dhule (MS) 425405**

Date: 09/03/2015

Venue: Seminar Hall

Agenda for Meeting:


1. Regarding completion of syllabus
2. Internal and University Examination
3. Regarding academic duties

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Committee discuss about completion of syllabus for Internal and University Examination
3. Committee discussed about the feedback analysis report of II, IV, VI and VIII sem students
4. Dr. SJ Surana Principal, discuss summer vacation schedule for students and staff considering university examination vacation allotted in lot
5. Dr. SJ Surana Principal, brief about tentative dates of theory and practical university examination. He also highlighted that university practical examination first year M. Pharm (1stsem) will held after university theory examination
6. Committee discuss about submission of work report of academic duties and class teacher duties
7. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr. AASHirkhedkar
3. Dr. PH Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. HS Mahajan


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Date: 29/06/2015

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding academic calendar
2. University result analysis
3. Regarding academic portfolio

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Dr. SJ Surana Principal, discuss academic achievements in last academic year. University result was analysed during meeting
3. Feedback collection procedure was discussed for the syllabi of B Pharm I, III, V and VII sem students
4. Committee discussed the progress of the criteria wise NAAC work
5. Dr.AAShirkhedkar Vice Principal, discuss academic calendar for 1stsem of academic year 2015-16. He also overviews about tentative dates for internal as well as university examination
6. Dr. SJ Surana Principal, discuss about different academic portfolio and duties allotment. He also declared appointment of class teachers and in charge for academic year 2015-16
7. Dr. SJ Surana Principal, guided about maintenance of academic diary and local guardian book
8. Committee discuss the schedule of the feedback collection from I, III, V and VII sem
9. It has been decided that all class teachers should communicate progress and attendance on regular basis
10. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr.AAShirkhedkar
3. Dr. PH Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. HS Mahajan


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Date: 07/10/2015

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding completion of syllabus
2. Diwali vacation for staff and students
3. University theory and practical examination

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Committee discuss about completion of syllabus for Internal as well as for University Examination
3. Dr. SJ Surana Principal, discuss probable schedule of Diwali vacation for students and staff
4. Committee discuss about the distribution of criteria wise work of NAAC to various faculties
5. Feedback collection procedure was discussed for the syllabi of B Pharm I, III, V and VII sem students
6. Dr. AASHirkhedkar Vice Principal, discuss about schedule of internal theory and practical examination immediately after vacation
7. Dr. SJ Surana Principal, brief about tentative duties of university examination. He also highlighted that university practical examination for third and final year B. Pharm will held before university theory examination and for first year second year B Pharm after university theory examination
8. Committee discuss about change in academic duties and class teacher appointment for next semester
9. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr. AASHirkhedkar
3. Dr. PH Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. HS Mahajan


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Date: 05/12/2015

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding academic calendar
2. Regarding Academic Portfolio
3. Regarding question bank and lab manual

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Dr.AAShirkhedkar Vice Principal discuss academic calendar for 2nd term of academic year 2015-16. He also overview about tentative dates for internal as well as University examination.
3. Committee discussed about the feedback analysis report of I, III, V and VII sem students
4. Dr. S J Surana, Principal discuss about different academic portfolio and duties allotment. He also discusses appointment of class teachers and incharge for academic year 2015-16
5. It is decided that from this academic session question banks and laboratory manual are compulsory to be distributed among students by all faculty members
6. All HODs are instructed to verify regularly academic diary and local guardian book
7. Meeting was concluded with permission of chair and vote of thanks.

Members present:

1. Dr. S J Surana
2. Dr.AAShirkhedkar
3. Dr. P H Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. H S Mahajan


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Date: 20/02/2016

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding completion of syllabus
2. Internal and University Examination
3. Regarding academic duties

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Committee discuss about completion of syllabus for Internal and University Examination
3. Committee discussed Feedback collection procedure for the syllabi of B Pharm I, III, V and VII sem students
4. Dr. SJ Surana Principal, discuss summer vacation schedule for students and staff considering university examination vacation allotted in lot
5. Dr.AAShirkhedkar Vice Principal, discuss about schedule of University internal examination
6. It has been decided by committee that all faculty informed to complete journal certification before commencement of practical examination
7. Committee discuss about submission of work report of academic duties and class teacher duties
8. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr.AAShirkhedkar
3. Dr. PH Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. HS Mahajan


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Date: 18/06/2016

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding academic portfolio
2. Academic diary maintenance and verification by HODs
3. Regarding attendance of students

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Dr. SJ Surana Principal, discuss different academic portfolio and duties allotment. He also declared appointment of class teachers and incharge for academic year 2016-17
3. Committee discussed Feedback collection procedure for the syllabi of B Pharm I, III, V and VII sem students
4. Committee discussed the progress of the criteria wise NAAC work
5. Committee discussed about the feedback analysis report of I, III, V and VII sem students
6. Dr.AAShirkhedkar Vice Principal, discuss academic calendar for 1stsem of academic year 2016-17. He also overview about tentative dates for internal as well as university examination
7. Dr. SJ Surana Principal, discuss about maintenance of academic diary and local guardian book. All HODs are instructed to regularly verify academic diary and local guardian book
8. It has been decided that every teacher should make sure all students are present in uniform and identity card
9. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr.AAShirkhedkar
3. Dr. PH Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. HS Mahajan


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Date: 14/10/2016

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding syllabus completion of syllabus
2. Internal and University examination
3. Academic duties completion and Diwali vacation

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Committee discuss about completion of syllabus for Internal as well as for University Examination
3. Committee discussed about the feedback analysis report of I, III, V and VII sem students
4. Dr. SJ Surana Principal, discuss probable schedule of Diwali vacation for students and staff
5. Dr.AAShirkhedkar Vice Principal, discuss about schedule of internal theory and examination immediately after vacation
6. It has been decided that syllabus remain to complete is to be completed immediately after Diwali vacation by conducting extra classes.
7. Dr. SJ Surana Principal, brief about tentative dates of theory and practical university examination.
8. Committee discuss about changes in academic duties and class teacher appointment for next semester
9. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr.AAShirkhedkar
3. Dr. PH Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. HS Mahajan


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Date: 13/12/2016

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding internal and University examination
2. Regarding Academic Portfolio and duties allotment
3. Regarding students attendance

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Dr.AAShirkhedkar Vice Principal discuss academic calendar for 2nd term of academic year 2016-17. He also overview about tentative dates for internal as well as University examination.
3. Dr. S J Surana, Principal discuss about different academic portfolio and duties allotment. He also discuss appointment of class teachers and incharge for academic year 2016-17
4. Dr.AAShirkhedkar Vice Principal, guided about maintenance of academic diary and local guardian book. All HODs are instructed to verify regularly academic diary and local guardian book
5. It has been observed that few students not attending lectures regularly, class teachers should identify such students and communicate to parents
6. Meeting was concluded with permission of chair and vote of thanks.

Members present:

1. Dr. S J Surana
2. Dr.AAShirkhedkar
3. Dr. P H Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. H S Mahajan


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Shirpur Dist. Dhule (MS) 425405**

Date: 03/03/2017

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding completion of syllabus
2. Internal and University Examination
3. Regarding academic duties
4. Regarding conduction of one day workshop related to the suggestions, discussion and possible changes in existing NMU Syllabus and PCI new syllabus of Pharmaceutics and QA and Pharmacology.

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Committee discuss about completion of syllabus for Internal and University Examination
3. Dr. S J Surana Principal, discuss summer vacation schedule for students and staff considering university examination vacation allotted in lot
4. Dr. A A Shirkhedkar Vice Principal, discuss about schedule of University internal examination
5. It has been decided by committee that all faculty informed to complete journal certification before commencement of practical examination
6. Committee discuss about submission of work report of academic duties and class teacher duties

5. Committee discuss about the arrangement of one day workshop on suggestions, discussion and possible changes in existing NMU Syllabus and PCI new syllabus of Pharmaceutics and QA and Pharmacology.
6. Committee also finalizes the date of one day workshop for changes in syllabus as per PCI new syllabus as 6th March 2017.
7. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. S J Surana
2. Dr. A A Shirkhedkar
3. Dr. P H Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. H S Mahajan



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Date: 29/04/2017

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding completion of syllabus
2. Schedule for Internal and University Examination
3. Industrial project completion

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Committee discuss about completion of syllabus for Internal and University Examination
3. Dr. SJ Surana Principal, discuss summer vacation schedule for students and staff
4. Dr.AAShirkhedkar Vice Principal, discuss about schedule of University examination
5. Committee discussed the schedule for the collection of feedback from II, IV, VI and VIII semstudents
6. Committee decided that assessment of answer book should complete immediately and showed to students. It has been decided that marks to be entered in mark register.
7. Considering schedule of university for final year B Pharm industrial project evaluation it is decided to inform students to submit report to training and placement department along with training certificate
8. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr.AAShirkhedkar
3. Dr. C R Patil
4. Dr. A U Tatiya
5. Dr. HS Mahajan


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Date: 09/06/2017

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding new syllabus implementation
2. Academic calendar
3. Maintenance of academic diary

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Dr. SJ Surana Principal, brief about new syllabus proposed by Pharmacy Council of India to be implemented from this academic year. He highlighted key points about internal and university examination continuous mode of evaluation etc.
3. Dr. AASHirkhedkar Vice Principal, discussed academic calendar for academic year 2017-18.
4. Committee discussed Feedback collection procedure for the syllabi of B Pharm I, III, V and VII sem students
5. Committee discussed the progress of the criteria wise NAAC work
6. Committee discussed about the feedback analysis report of II, IV, VI and VIII sem students
7. Dr. SJ Surana Principal guided about maintenance of academic diary and local guardian book.
8. Committee discuss about how to maintain record of academic portfolio and duties
9. Committee decided to train newly recruited faculty members regarding use of smart board for regular class activities
10. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr. AASHirkhedkar
3. Dr. C R Patil
4. Dr. A U Tatiya
5. Dr. HS Mahajan
6. Dr. S SChalikwar


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Date: 13/10/2017

Venue: Seminar Hall

Agenda for Meeting:


1. Regarding syllabus completion
2. Internal and University examination
3. Assessment of answer book

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Committee discuss about completion of syllabus for Internal as well as for University Examination
3. Dr. SJ Surana Principal, declared Diwali vacation for students and staff
4. Dr. S J Surana Principal brief about tentative dates of theory and practical university examination. He also highlighted that university practical examination for third and final year B Pharm will held before university theory examination and for first year, second year B pharm and first year M Pharm (1st sem) will held after university theory examination
5. Committee decided that assessment of answer book should completed immediately and showed to students
6. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr.AAShirkhedkar
3. Dr. PH Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. HS Mahajan
7. Dr. S SChalikwar


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Date: 16/06/2018

Venue: Seminar Hall

Agenda for Meeting:

1. Regarding distribution of Academic duties and portfolios
2. Maintaining academic diary and guardian diary
3. Reporting attendance of students

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Dr. SJ Surana Principal, Principal inform all faculty members about academic duties and portfolios for academic year 2018-19. He also distributed class teachers, coordinators for academic year 2018-19
3. Committee discussed Feedback collection procedure for the syllabi of B Pharm II, IV, VI, and VIII sem students
4. Committee discussed the progress of the criteria wise NAAC work
5. Committee discussed about the feedback analysis report of I, III, V and VII sem students
6. Dr.AAShirkhedkar Vice Principal, discussed about maintaining academic diary and guardian diary regularly and same should be verified by HOD during weekly meeting.
7. Dr.AAShirkhedkar Vice Principal, discuss tentative academic calendar for 1stsem of academic year 2018-19
8. It is also decided during meeting that if any student not present for theory classes and practical for more than three days same should be reported to Vice Principal and parents.

Members present:

1. Dr. SJ Surana
2. Dr.AAShirkhedkar
3. Dr. C R Patil
4. Dr. A U Tatiya
5. Dr. HS Mahajan
6. Dr. S SChalikwar
7. Mr. J G Jadhav

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Date: 08/09/2018

Venue: Seminar Hall

Agenda for Meeting:


1. Regarding schedule of sessional examination
2. Schedule of examination form submission and theory examination

Minutes of Meeting: The following points were discussed during meeting

1. Confirmation of minutes of last meeting
2. Dr. SJ Surana Principal discussed about schedule of 1st sessional examination for F Y B Pharm and SY B Pharm and M Pharm students as per new PCI syllabus. It is decided to scheduled from 17/09/2018(Theory) and practical examination from 24/09/2018
3. Committee discussed the progress of the criteria wise NAAC work
4. Committee discussed about the feedback analysis report of I, III, V and VII sem students
5. Dr.AAShirkhedkar Vice Principal, discussed about organization of Ganesh Festival - 2018. It is decided to plan various cultural activities during this festival.
6. Dr. SJ Surana Principal informed about tentative schedule of submitting examination form for university examination as well as tentative dates of theory and practical examination for 1stsem of A Y 2018-19
7. It is also decided to complete assessment of answer books of theory and practical sessional examination immediately after completion of examination
8. Meeting was concluded with permission of chair and vote of thanks

Members present:

1. Dr. SJ Surana
2. Dr.AAShirkhedkar
3. Dr. C R Patil
4. Dr. A U Tatiya
5. Dr. HS Mahajan
6. Dr. S SChalikwar


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