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## **R. C. PATEL**

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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 1<sup>st</sup>sem 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

  
Dr. S. J. Surana  
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