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## R. C. PATEL

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

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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

  
Dr. S. J. Surana  
**PRINCIPAL**  
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