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## **R. C. PATEL**

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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 1<sup>st</sup>sem 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

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