
R. C. PATEL

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

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. A AShirkhedkar 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. A AShirkhedkar 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. A AShirkhedkar
3. Dr. P H Patil
4. Dr. C R Patil
5. Dr. A U Tatiya
6. Dr. H S Mahajan


Dr. S. J. Surana
PRINCIPAL
R.C.Patel Instt. of Pharmaceutical
Education & Research
Shirpur, Dist. Dhule 425 405