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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: 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 1<sup>st</sup>sem 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

Dr. S. J. Surana  
PRINCIPAL  
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