



SHRI VASANTRAO BANDUJI PATIL TRUST'S

श्री. वसंतराव बंडुजी पाटील ट्रस्टचे

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**APPASAHEB BIRNALE COLLEGE OF PHARMACY, SANGLI.**

**आप्पासाहेब बिरनाळे कॉलेज ऑफ फार्मसी, सांगली.**

South Shivajinagar, Sangli-Miraj Road, Sangli (M.S.) 416 416. ☎ (0233) 2320062, 2322295, 2324360

दक्षिण शिवाजीनगर, सांगली-मिरज रोड, सांगली (म.रा.) ४१६ ४१६. ☎ (०२३३) २३२००६२, २३२२२९५, २३२४३६०

Ref. No. :

जा. क्र. :

Date :

दिनांक :

## Program Committee

### OBJECTIVES

The objective of this document is to ensure smooth, efficient and orderly conduct of curricular activities in the institute as per guidelines issued by the Shivaji University, Kolhapur and PCI.

### CONDUCT OF CURRICULAR ACTIVITIES

The Teaching and Learning in the institute shall be planned and monitored by Principal, Academic coordinator, HODs, Class teachers and program committee. Program committee constitutes A senior teacher as a Chairperson, One teacher from each department and four student representatives of the program. Program committee shall plan and monitor the teaching learning activities.

- Duties of the Program Committee:
  - Periodically reviewing the progress of the classes.
  - Discussing the problems concerning curriculum, syllabus and the conduct of classes.
  - Discussing with the course teachers on the nature and scope of assessment for the course and the same shall be announced to the students at the beginning of respective semesters.
  - Communicating its recommendation to the Head of the institution on academic matters.
  - The Program Committee shall meet at least thrice in a semester preferably at the end of each Sessional exam (Internal Assessment) and before the end semester exam

### ORIENTATION/EXPERT LECTURES

Orientation/expert lectures should be conducted by senior faculty with sound subject knowledge. Adequate lectures shall be planned by the subject teacher in concern with the expert.

Expert should orient students about:

- The subject university question paper and writing pattern.
- The importance of the subject for the highest classes/studies.





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- Time management and scoring in the subject.
- Overall motivate and boost student confidence.

#### Conduct of Remedial classes

Remedial classes shall be conducted for the students who had backlog in previous semester. HODs in consultation with program committee shall allot the subject teacher to conduct to remedial.

Subject's teachers should:

- Cover the topics from the syllabus and those where students are finding difficulty
- Discuss university question papers and guide students for model answers.
- Take revision in form of discussion, MCQ's and assignments.
- Submit the records of remedial at the end of semester/year.

#### Students attendance monitoring

Class teachers shall be an integral part of the academic committee of the institute. Class teacher will keep the track of student's attendance and will a certain whether there is any correlation between their attendance and performance.

Students attendance shall be reviewed periodically and ensure the fulfillment of attendance criteria prescribed by the affiliating University.

#### Impacts

Academic regulation aligning with University norms should be assessed by program committee from time to time on the basis of:

- Overall progress/ development of the student in the respective programs.
- Feedback from the stakeholders about the curriculum delivery.

(Dr. S. A. Tamboli)

**Principal,**

**Appasaheb Birnale College  
of Pharmacy, Sangli.**





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**NOTICE**

**Program Committee Meeting**

All the members of Program Committee are informed to attend the meeting held on Thursday, 10<sup>th</sup> June 2021. This meeting has been called upon to discuss progress of the classes, problems concerning curriculum, syllabus and conduct of classes. The details of the meeting are provided below.

**Date:** 10<sup>th</sup> June 2021

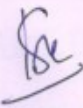
**Time:** 11.00 AM

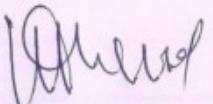
**Venue:** Meeting room

**Agenda:**

- Confirmation of minutes of last meeting
- Reviewing the curriculum activities
- Discussion on 1<sup>st</sup> sessional exam
- Communicating its recommendation to Head of institution on academic matters

Your presence is highly appreciated.


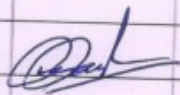
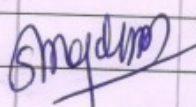
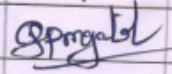
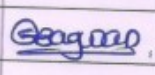
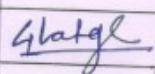
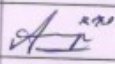
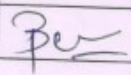
  
Dr. P. G. Karade.

  
Dr. S. A. Tamboli  
Principal

## Meeting No. 1

The meeting of Program Committee was started at 11:00 am on 10<sup>th</sup> June 2021 in meeting room.

Following members were present in the meeting

1.	Dr. Mrs. P. G. Karade	Chairperson	
2.	Mrs. P. P. Wadekar	Pharmacognosy	
3.	Mr. S. S. Magdum	Pharmaceutics	
4.	Mrs. P. P. Majlekar	Pharmaceutical Chemistry	
5.	Mrs. S. A. Bagwan	Pharmacology	
6.	Omkar S. Ghatage	4 <sup>th</sup> year student	
7.	Shravani S. Khilare	3 <sup>rd</sup> year student	<u>S. Khilare</u>
8.	Albina N. Pathan	2 <sup>nd</sup> year student	
9.	Apurav S. Khombare	1 <sup>st</sup> year student	

Minutes of meeting

Item No. 1

To confirm meeti minutes of the last meeting.

Resolution-

Minutes of meeting were read by Mrs. P. G. Karade

Item No. 2

Discussion on first sessional exam

Resolution -

First sessional theory and practical exam was conducted as per scheduled timetable. It was decided in meeting that all teachers should take extra efforts bring poor students to streamline and also should try to solve the queries of students regarding answer papers.

Item No. 3

Reviewing Curriculum activities

Resolution -

The deadline was given for syllabus completion of second sessional examination. The detail review was carried out for curriculum activities, and certain areas was identified for improvement.

Item No. 4

Communicating its recommendation to Head of Institution on academic matters.

Resolution -

It was decided in meeting that extra efforts were taken on weak students so that they can perform good in exams and same was conveyed to Head of Institute.

The meeting was ended with a vote of thanks by the Chairperson.