



Constitution of the Program Committee

Bachelor of Pharmacy (B. Pharm) and Mater of Pharmacy (M. Pharm) Program

Ref: COPBELA/2023/PC/001(i) **OFFICE ORDER**

Date: 05/5/2023

The B. Pharm and M. Pharm Program Committee has been constituted to ensure the smooth and effective implementation of teaching and learning activities in accordance with the regulations of I.K. Gujral Punjab Technical University (IKGPTU), Jalandhar, and the Pharmacy Council of India (PCI), New Delhi, as follows:

B. PHARM & M. PHARM PROGRAM COMMITTEE 2023 -24

S. No.	Name	Designation
1.	Dr. Shailesh Sharma	CHAIR PERSON (Director)
2.	Dr. Sandeep Kumar	MEMBER(HoD Pharmaceutics) (TEACHER, M. Pharm)
3.	Dr. Monika Gupta	MEMBER(HoD Pharmaceutical Chemistry (TEACHER, M. Pharm)
4.	Dr. A. S. Kushwah*	MEMBER(HoD Pharmacology (TEACHER, M. Pharm)
5.	Dr. Satnam Singh	MEMBER(HoD Pharmacognosy (TEACHER, B. Pharm)
6.	Dr. Neelam Sharma	MEMBER (Asso. Prof. Pharmaceutics) (TEACHER, B. Pharm and M. Pharm)
7.	Ms. Manpreet Kaur	MEMBER(Asst. Prof. Pharmaceutical Chemistry) (TEACHER, B. Pharm and M. Pharm)
8.	Dr. Rahul K. Sharma	MEMBER (Asst. Prof. Pharmacology) (TEACHER, B. Pharm and M. Pharm)
Four students representatives of the each program (one from each academic year), nominated by the Head of the Institution.		

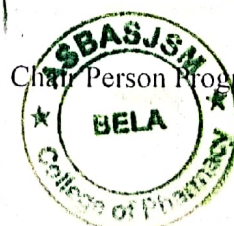
*Member Secretary For session (July-November 2023)

Functions of the B. Pharm and M. Pharm Program Committee:

1. To design and implement the academic calendar and Time Table (July-November 2023) in alignment with the guidelines of IKGPTU, Jalandhar.
2. To distribute faculty workload across departments in an efficient and balanced manner.
3. To review the academic progress and monitor the conduct of scheduled classes.
4. To identify and address issues related to curriculum, syllabus, and classroom delivery.
5. To coordinate with course teachers regarding the nature and scope of assessment, ensuring that the evaluation criteria are clearly communicated to students at the beginning of each semester.

The committee shall meet at least twice in a semester preferably at the end of each Sessional exam and before the end semester exam.

All the concerned are hereby informed to note the same and act accordingly.



Dr. Shailesh Sharma
Chair Person Program Committee (Director)



Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial
College of Pharmacy, Bela (Ropar), Punjab
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Bachelor of Pharmacy (B. Pharm) and Mater of Pharmacy (M. Pharm) Program

Ref: COPBELA/2023/PC/001 (ii)

Date: 05/5/2023

MEETING NOTICE PROGRAM COMMITTEE

A meeting of the B. Pharm and M. Pharm Program Committee is scheduled to be held on 09/05/2023 at 11:00 AM in the Director's Office.

Agenda:

1. To discuss the design and implementation of the academic calendar and time table (July-November 2023) in accordance with IKGPTU, Jalandhar.
2. To plan and finalize the department-wise distribution of faculty workload.
3. To review and address issues related to the curriculum, syllabus, and the conduct of classes.
4. To discuss the nature and scope of course assessments with the respective course teachers, and ensure the assessment plan is communicated to students at the beginning of the semester.

All concerned members are requested to attend the meeting on time.

Notice Acknowledgement for the Program Committee meeting dated 09/5/2023

S. No.	Name	Signature	S. No.	Name	Signature
1.	Dr. Shailesh Sharma		5.	Dr. Satnam Singh	
2.	Dr. Sandeep Kumar		6.	Dr. Neelam Sharma	
3.	Dr. Monika Gupta		7.	Ms. Manpreet Kaur	
4.	Dr. A. S. Kushwah*		8.	Dr. Rahul K. Sharma	

Dr. Shailesh Sharma
Chair Person Program Committee (Director)





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Bachelor of Pharmacy (B. Pharm) and Mater of Pharmacy (M. Pharm) Program

Ref: COPBELA/2023/PC/001(III)

Date: 11/5/2023

Minutes of Meeting (MOM) Program Committee

S. No.	Agenda	Proceedings of the meeting
	Formal Welcome and Introduction of the Esteemed Members of the Program Committee	Professor (Dr.) Shailesh Sharma, Honorable Chairman of the Program Committee, extended a warm welcome to all distinguished members. He provided a comprehensive introduction to the committee's mandate, tenure, and key responsibilities. Dr. A.S. Kushwah, serving as the Member Secretary, eloquently presented the institution's vision and mission.
1.	To discuss the design and implementation of the academic calendar and time table (July-November 2023) in accordance with IKGPTU, Jalandhar.	The committee follow the academic guidelines issued by IKGPTU and finalized the academic calendar and class time table for the upcoming semester. All departments were directed to follow the approved schedule strictly.
2.	To plan and finalize the department-wise distribution of faculty workload.	Workload distribution was discussed among the faculty of respective departments based on subject expertise, availability, and institutional norms.
3.	To review and address issues related to the curriculum, syllabus, and the conduct of classes.	Faculty members discussed challenges such as limited teaching hours for syllabus completion, need for updates in curriculum, and attendance issues. Suggestions were invited for improving class engagement and academic delivery.
4.	To discuss the nature and scope of course assessments with the respective course teachers, and ensure the assessment plan is communicated to students at the beginning of the semester.	The assessment strategy, including internal assessments, practical evaluations, and assignments, was discussed. Course coordinators were advised to inform students about the evaluation criteria at the beginning of the semester.
4 (a)	Additional Agenda : The meeting concluded with an agreement to conduct the next Program Committee meeting after the first sessional examination and before the end semester exam to review implementation and resolve any ongoing issues	

Approval of Program Committee meeting of minutes held on 09/05/2023

S. No.	Name	Signature	S. No.	Name	Signature
5.	Dr. Shailesh Sharma		5.	Dr. Satnam Singh	
6.	Dr. Sandeep Kumar		6.	Dr. Neelam Sharma	
7.	Dr. Monika Gupta		7.	Ms. Manpreet Kaur	
8.	Dr. A. S. Kushwah*		8.	Dr. Rahul K. Sharma	

Dr. A. S. Kushwah
Member Secretary

Dr. Shailesh Sharma
Chair Person Program Committee (Director)





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Ref: COP.BELA/ 2023/ PC/001 (iv)

Date: 15/9/2023

Action Taken Report (ATR) Program Committee

S. No.	Agenda	Action Taken Report (ATR)
1.	To discuss the design and implementation of the academic calendar and time table (July-November 2023) in accordance with IKGPTU, Jalandhar.	The academic calendar and class time tables for both B. Pharm and M. Pharm programs were prepared in line with IKGPTU guidelines. These were shared with faculty and students through notice boards and the institutional ERP portal before the start of the semester.
2.	To plan and finalize the department-wise distribution of faculty workload.	Faculty workload was allocated as per departmental requirements and specialization. The workload distribution was approved by the Head of Institution and shared with respective departments. Adjustments were made to ensure equitable distribution and efficient coverage of courses.
3.	To review and address issues related to the curriculum, syllabus, and the conduct of classes.	Faculty members raised concerns regarding syllabus coverage time constraints and need for content updates. Feedback was documented and forwarded to the Academic Council and Board of Studies for consideration. Remedial and extra classes were scheduled to address shortfalls in syllabus coverage.
4.	To discuss the nature and scope of course assessments with the respective course teachers, and ensure the assessment plan is communicated to students at the beginning of the semester.	Course coordinators discussed assessment plans including internal assessments, assignments, practicals, and sessional exams with faculty. These plans were communicated to students at the start of the semester through class orientation.


Dr. A. S. Kushwah
Member Secretary


Dr. Shailesh Sharma
Chair Person Program Committee (Director)

