



Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial
College of Pharmacy, Bela (Ropar), Punjab
(An Autonomous College)



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

Ref: COPBELA/2023/PC/002 (i)

Date: 15/9/2023

MEETING NOTICE PROGRAM COMMITTEE

A second meeting of the B. Pharm and M. Pharm Program Committee is scheduled to be held on 20/9/2023 at 10:30 AM in the Director's Office. This meeting is being convened to review the progress made on the action points discussed in the previous meeting and to plan for the upcoming academic session.

Agenda:

1. Confirmation of minutes and action taken report of the 1st Program Committee Meeting (1st COPBELA/2023/PC/002/09/05/2023).
2. To review the progress of the previously discussed implementation of the academic calendar and timetable (July- November 2023) as per IKGPTU, Jalandhar guidelines.
3. To review and address curriculum-related issues and initiate any required updates in line with current academic (July- November 2023) and regulatory requirements.
4. To review and monitor the ongoing conduct and progress of scheduled classes.
5. To discuss and approve the academic calendar and timetable for the new session (January-May 2024).
6. To discuss the nature and scope of assessments and ensure that the assessment plan is announced to students at the start of the new semester (January-May 2024).
7. To discuss and finalize the department-wise distribution of faculty workload (January-May 2024).
8. Change of Member Secretary – from Dr. A. S. Kushwah to Dr. Sandeep Kumar, effective from this meeting.

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

Notice Acknowledgement for the Program Committee meeting dated 09/9/2023

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	
5.	Four student representatives of the each program (one from each academic year), nominated by the Head of the Institution.				

Dr. Shailesh Sharma
Chair Person Program Committee (Director)

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Ref: COPBELA/2023/PC/002 (ii)

Date: 24/9/2023

Minutes of Meeting (MOM) Program Committee

S. No.	Agenda	Proceedings of the meeting
1.	Confirmation of minutes and action taken report of the 1st Program Committee Meeting (1 st COPBELA/2023/PC/002/09/05/2023).	Professor (Dr.) Shailesh Sharma, Chairman of the Program Committee, welcomed all members and briefly highlighted key institutional developments. Dr. A. S. Kushwah, Member Secretary, presented the institution's vision and mission, outlining its core goals. The minutes of the previous meeting and the Action Taken Report were presented and unanimously approved.
2.	To review the progress of the previously discussed implementation of the academic calendar and timetable (July–November 2023) as per IKGPTU, Jalandhar guidelines.	The committee noted that the academic calendar and timetable were implemented as per IKGPTU norms. Most departments followed the schedule effectively, and only minor deviations were reported and corrected.
3.	To review and address curriculum-related issues and initiate any required updates in line with current academic (July–November 2023) and regulatory requirements.	Faculty members shared feedback on curriculum delivery and minor content gaps. Suggestions for curriculum enhancement were recorded and forwarded to the Board of Studies for consideration.
4.	To review and monitor the ongoing conduct and progress of scheduled classes.	The committee expressed satisfaction with the overall conduct of classes. Attendance reports and syllabus coverage status were reviewed, and it was decided to conduct academic audits at regular intervals.
5.	To discuss and approve the academic calendar and timetable for the new session (January–May 2024).	A draft calendar and timetable for the January–May 2024 session were presented and discussed. After minor revisions, the committee approved the schedule.
6.	To discuss the nature and scope of assessments and ensure that the assessment plan is announced to students at the start of the new semester (January–May 2024).	The committee emphasized the importance of early communication regarding assessment methods. All course teachers were instructed to announce their assessment plans in the first week of the semester.
7.	To discuss and finalize the department-wise distribution of faculty workload (January–May 2024).	Faculty workload was discussed and allocated considering expertise and availability. All Heads of Departments were advised to ensure equitable and transparent distribution.
8.	Change of Member Secretary –	The committee officially recorded the change in



[Signature]
Member Secretary
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from Dr. A. S. Kushwah to Dr. Sandeep Kumar, effective from this meeting.	Member Secretary. Dr. Sandeep Kumar was welcomed as the new Member Secretary with effect from this meeting. Appreciation was extended to Dr. A. S. Kushwah for his previous contributions.
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The meeting concluded with the Chairperson thanking all members for their active participation and valuable input.

The next meeting is scheduled to be held after the first sessional exams Session (January–May 2024) of the new semester.

Approval of Program Committee meeting of minutes held on 20/9/2023

S. No.	Name of Faculty	Signature	S. No.	Name of Students	Signature
1.	Dr. Shailesh Sharma		9.	Ms. Babneet Kaur (2314611) B.Pharm 1st	
2.	Dr. Sandeep Kumar		10.	Mr. Amit K Dongar (2215512) B.Pharm 3rd	
3.	Dr. Monika Gupta		11.	Mr. Bhavjot Singh (2115782) B.Pharm 5th	
4.	Dr. A. S. Kushwah*		12.	Ms. Neha Saha (2014691) B.Pharm 7th	
5.	Dr. Satnam Singh		13.	Ms. Alka Kumari (2314704) M.Pharm 1st	
6.	Dr. Neelam Sharma		14.	Mr. Jeevanjot Singh (2314724) M.Pharm 1st	
7.	Ms. Manpreet Kaur		15.	Ms. Isita Chauhan (2215639) M.Pharm 2nd	
8.	Dr. Rahul K. Sharma		16.	Ms. Preeti (2215635) M.Pharm 2nd	

Dr. A. S. Kushwah
Member Secretary



Dr. Shailesh Sharma
Chair Person Program Committee (Director)
Director cum Member Secretary
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Ref: COPBELA/2023/PC/002 (iii)

Date: 15/12/2023

Action Taken Report (ATR) Program Committee

S. No.	Agenda	Action Taken Report (ATR)
1.	To review the progress of the previously discussed implementation of the academic calendar and timetable (July–November 2023) as per IKGPTU, Jalandhar guidelines.	The academic calendar and timetable were successfully implemented as per the university's guidelines. Minor adjustments were made in class scheduling based on faculty availability. Timetable compliance was ensured through regular monitoring.
2.	To review and address curriculum-related issues and initiate any required updates in line with current academic (July–November 2023) and regulatory requirements.	Feedback from faculty was compiled and forwarded to the Board of Studies for necessary curriculum revisions. Clarifications on certain syllabus components were shared with faculty members.
3.	To review and monitor the ongoing conduct and progress of scheduled classes.	Class progress reports were reviewed. Departments were instructed to continue with syllabus completion tracking. Remedial and extra classes were planned for topics requiring reinforcement.
4.	To discuss and approve the academic calendar and timetable for the new session (January–May 2024).	The proposed academic calendar and timetable for the January–May 2024 session were reviewed and approved. Copies were circulated to all departments and uploaded on the institutional portal.
5.	To discuss the nature and scope of assessments and ensure that the assessment plan is announced to students at the start of the new semester (January–May 2024).	All course coordinators were directed to prepare assessment plans and announce them to students in the first week of the semester. Assessment formats were standardized across departments.
6.	To discuss and finalize the department-wise distribution of faculty workload (January–May 2024).	Faculty workload for the upcoming semester was finalized and documented. The distribution ensured balanced academic responsibilities and was shared with individual faculty members.
7.	Change of Member Secretary – from Dr. A. S. Kushwah to Dr. Sandeep Kumar, effective from this meeting.	The change in Member Secretary was implemented as per committee approval. Dr. Sandeep Kumar assumed the role from this meeting onward, with due appreciation expressed for Dr. A. S. Kushwah's contributions.

Ajit
15/12/2023
Dr. A. S. Kushwah
Member Secretary



Sh
15/12/23
Dr. Shailesh Sharma
Chair Person, Program Committee (Director)
Member-cum-Member Secretary
Amar Shaheed Baba Ajit Singh Jujhar Singh
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