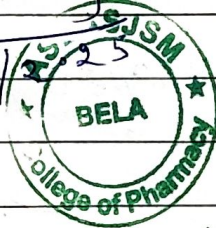


NOTICE

A meeting of Academic Committee / Programme committee will be held in the chamber of Dr. Sandeep Kumar on dated 22/07/2025 at 4.00pm,

Following agenda will be discussed:

- ① To discuss the design and implementation of the academic calendar and time table.
- ② To plan and finalize the departmentwise distribution of faculty load.
- ③ To review and address issues related to the curriculum, syllabus, and 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.

For clerk
22/07/25



22/7/25
Director-cum-Member Secretary
Amr Shaheed Baba Ajit Singh Juihar Singh
Memorial College of Pharmacy
BELA, Distt. Ropar (Punjab)-140 111



Members

Signature

① Dr. Shailesh Sharma

22/7/25

② Dr. Sandeep Kumar

22/07/2025

③ Dr. Monika Gupta

22/7/25

④ Dr. A. S. Kushwah

22/7/2025

⑤ Dr. Sathnam Singh

⑥ Dr. Neelam Sharma

22/07/2025

⑦ Ms. Manpreet Kaur

22/07/25

⑧ Dr. Rahul Kumar Sharma

22/7/25





MOM & ATR

COPBELA/25/AM/002

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Page No. 03
Date: 30/07/2025

	Agenda	Proceedings of the meeting	Action taken Report (ATR)
①	To discuss the design and implementation of Academic Calendar and Time Table (July-Nov. 2025)	The committee approved the academic calendar and time table for the upcoming semester.	Academic calendar and Time Table for B.Pharm and M.Pharm. were prepared. These were shared with the faculty and students.
②	To plan and finalize the department wise distribution of faculty workload.	Workload distribution was discussed with HOD of the respective deptt. and finalized the load of individual faculty of each department.	Faculty workload was allocated as per departmental requirements. The workload distribution was approved by the Head of the Institution.
③	To Review and address issues related to the curriculum, syllabus and the conduct of the classes.	Issues such as limited teaching hours for syllabus completion were discussed. Issues like attendance of the students in classes and class engagement were also discussed.	Remedial and Extra classes will be scheduled to address shortfall in syllabus coverage.
④	To discuss the nature/scope of course assessments	The assessment strategy was discussed. Course co-ordinators were advised to inform the students about assessment strategy.	These plans were communicated to the students at the start of the semester through class orientation.

To _____
30/07/2025



Director-Cum-Head Secretary
Amar Shahed Singh Jullian Singh
Memorial College of Pharmacy
BELA, Distt. Ropar (Punjab)-140 111