



CORBELA/25/AM02/003

NOTICE

Evergreen
Page No. 04
Date: 01/08/2025

A meeting of Academic committee/Program committee with the teachers of B. Pharmacy Fifth Semester will be held in the Chamber of Dr. Sandeep Kumar at 2.30 pm.

Following agenda will be discussed:

- ① To Review and address issues related to the curriculum, syllabus, and conduct of classes.
- ② To discuss the nature and scope of course assessments with the respective class teachers.
- ③ To discuss about the different issues related to the course files like Co/PO/Lo etc.
- ④ To discuss about the different issues regarding student attendance, students co-ordination etc.
- ⑤ Any other issue with the permission of the Chairman

01/08/2025



Director cum Head
Amar Shah and Baba Singh
Memorial College
BELA, Distt. Rohtak (Haryana)



Signature

① Dr. Shailesh Sharma —
(Chairman)

② Dr. Sandeep Kumar —
(Member Secretary)

③ Dr. Satnam Singh —
(Member AC and Teacher)
5th Semester

④ Dr. Neelam Sharma —
(Member AC and Teacher)
5th Semester)

01/08/25

⑤ Mr. Devinder Kumar —
(Teacher 5th semester)

01/08/25

⑥ Ms. Navdeep Kaur —
(Teacher 5th semester)

01/08/25

⑦ Ms. Punam Gaba —
(Teacher 5th semester)

01/08/25

⑧ Ms. Shehnaz Khatun —
(Teacher 5th semester)

01/08/2025



MOM & ATR

COPBELA/AM02/004

Evergreen
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Date: 04/08/2025

S. No.	Agenda	Proceedings of the meeting	Action Taken Report (ATR)
①	To review and address issues related to the curriculum, syllabus, and conduct of classes.	Issues such as prescribed teaching hours for syllabus completion or syllabus were discussed.	Suggestions have been given for the completion of the syllabus as per prescribed teaching hours of the PCI and IK PTU.
②	To discuss the nature and scope of course assessments with the respective class teachers.	Internal course assessment marking was discussed in detail with the respective class teachers and issues of attendance in internal course assessments were also discussed.	These internal course assessment plans were discussed with the students by the class-teachers.
③	To discuss the different issues with respect to course files.	Different issues like Co/PO/LO were discussed with the class teachers.	Suggestions were made to maintain the course files with the prescribed Co/PO/LO.

Note:

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S.No.	Agenda	Proceedings of the meeting	Action Taken Report (ATR)
4	To discuss the different issues like student attendance and student co-ordination.	Issues of student attendance as prescribed by the affiliating university were discussed. Issues such as co-ordination of students among themselves and co-ordinating of the students with the teachers were also discussed.	Students having attendance less than 75%, not be allowed to sit in the internal examination and final examination.

Dr. Arun
04/08/2025
ASBAGJSM
BELA
College of Pharmacy

Dr. Arun
04/08/2025
Director cum-Member Secretary
Dr. Arun Babu Aji Singh Juihar Singh
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