

NOTICE

A meeting of the Academic Committee/
Program committee with the teachers
of B. Pharmacy Third Semester will
be held in the Chamber of Dr.
Sandeep Kumar member secretary
at 1.40 pm.

Following agenda will be discussed:

- ① To review and address issues like syllabus completion and conduct of classes.
- ② To discuss the scope of course assessments.
- ③ To discuss the different issues regarding course files.
- ④ To address the different problems of the students.
- ⑤ Any other issues with the permission of the Chairman.

04/08/25



4/8/25

Director-cum-Member Secretary
Amar Shaheed Baba Ajit Singh Memorial College of Pharmacy
BELA, Distt. Ropar (Punjab)



Signature

①

Dr. Shailesh Sharma
(Chairman)[Signature]
04/08/25

②

Dr. Sandeep Kumar
(Member Secretary)[Signature]
04/08/2025
Kaul

③

Ms. Gurmindee Kaur

[Signature]
04/08/25

④

Ms. Sukhwinder Kaur

[Signature]
04/08/25

⑤

Ms. Simranjit Kaur

[Signature]
04/08/25
Harmanjot Kaur

⑥

Ms. Harmanjot Kaur



MOM & ATR

COPBELA/25/AM03/006

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Date: 04/08/2025

Agenda	Proceedings of the meeting	Action Taken Report (ATR)
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① To Review and address issues like syllabus completion and conduct of classes	Issues like syllabus completion and conduct of classes were discussed in detail with the class teachers.	Teachers accepted that they will try to complete the syllabus in time and will take the classes regularly as per norms.
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② To discuss the scope of course assessments	Internal course assessments be discussed with the students time to time	Students be made aware regarding course assessments strategy.
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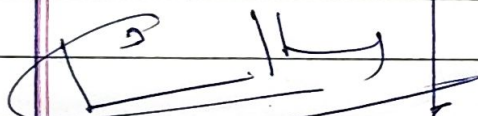
③ To discuss the different issues like course files.	Different issues of the course files were discussed in detail with the individual teachers.	Co/PO/LO be included in the course files, Co/PO linkage be maintained
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④ To discuss the different problems of the students.	Different problems of the students like	Suggestions were made to discuss
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Note: continued on page (11)



S. No.	Agenda	Proceedings of the Meeting	Action taken Report [A TR]
1	Communication problem, absenteeism in the last class and behaviour syndrome were discussed.	these problems with the students at the personal level. Arrangement for Remedial classes be made to improve the communication skill.	


Director cum Member Secretary
Amar Shreeed Baba Ajit Singh Jujhar Singh
Memorial College of Pharmacy
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