



Alard Charitable Trust's
Alard College of Pharmacy
Alard Knowledge Park: S.No.50, Marunje
Near Rajiv Gandhi IT Park, PhaseII, Pune- 411057

Ref. No: ACP/AM/18-19-01

Date: 25/05/2018

Academic Monitoring Committee

NOTICE

All the faculty members are hereby informed, to attend the meeting with Principal.

Date: 26/05/2018

Venue: Principal's office

Time: 3.30 pm

The agenda for meeting is:

1. Preparation of various committees for academic year 2018-19.
2. Appointment of Academic coordinator and Class Teachers.
3. Workload distribution and preparation of Time Table.
4. Regarding revised syllabus.
5. Regarding student improvement in co curriculum.
6. Any other issues with Principal's permission.



Sonia. K. Singh
PRINCIPAL

PRINCIPAL
ALARD COLLEGE OF PHARMACY
Marunje, Pune - 411 057.

Faculty Notified

Sr.	Name of the staff	Signature
1.	Ms.Sucheta Tikole	
2.	Ms.Anuja Khidse	
3.	Mr.Vijaykumar Yelwantage	
4.	Ms.Nikita Kale	-
5.	Ms.Jayshree Tayade	
6.	Ms.Siddhi Pandhre	
7.	Ms.Swati Patil	
8.	Dr.Bapurao Tarate	
9.	Dr.Arshia Shariff	
10.	Ms.Pooja Jadhav	



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11.	Mr.Priesh Singh	<i>PS</i>
12.	Mr.Akshar Shinde	<i>Akshar Shinde</i>
13.	Ms.Vasudha Bavadekar	<i>Vasudha Bavadekar</i>
14.	Ms.Anjali Kide	<i>Anjali Kide</i>
15.	Ms.Sneha Wankhede	<i>Sneha Wankhede</i>
16.	Ms.Kumud Bhendarkar	<i>Kumud Bhendarkar</i>
17.	Ms.Manisha Sutar	<i>Manisha Sutar</i>
18.	Mr.Rahul Buchade	<i>Rahul Buchade</i>
19.	Dr.Sudhir Pandya	<i>SP</i>



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Minutes of meeting

Meeting No	Time	Venue
1	3.30 pm	Principal's office

Date: 26/05/2018

Name of Committee: Academic Monitoring Committee

Minutes of meeting:

1. The review of the activities of preceding academic year was taken and it was decided to take necessary actions required the shortcoming.

2. Appointment of Academic In charge and Class Teachers

The academic In-charge and Class Teachers for B. Pharm. and M. Pharm. had appointed by Principal Dr. Sonia Singh.

Faculty In-charge - Dr. Arshia Shariff (M. Pharm.)
Ms. Nikita Kale (B. Pharm)

Members - All Class Teachers

Dr. Arshia Shariff (M. Pharm.QAT)

Ms. Jayshree Tayade (M. Pharm. P'ceutics)

Ms. Anjali Kide(F. Y. B. Pharm.)

Mr. Vijaykumar Y.(S. Y. B. Pharm.)

Ms. Vasudha Bavadekar(T. Y. B. Pharm.)

Dr. Bapurao Tarate(Final. Y. B. Pharm.)

3. Preparation of Academic Monitoring committees for academic year 2018-19.

As per requirement of college, Academic Monitoring committee for 2018-19



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was prepared. The Faculty in charge and class teachers appointed above were included as respective committee In charge and members respectively by Dr. Sonia Singh, Principal of ACP as given above.

The duties and responsibilities of Coordinators and class teacher were explained by Dr. Sonia Singh and also informed to refer the Teachers guidelines and code of conduct.

4. Workload distribution and preparation of Time Table.

Principal discussed workload according to various department of college. Also gave permission to academic in charge to prepare Time table as per work distribution. Principal informed faculty members to follow the lesson plan strictly. She also informed the HODs to monitor the classes and labs for their smooth conduct.

4. Regarding revised syllabus

The revised syllabus teaching pattern with respect to the new subjects or change in the syllabus and examination pattern were discussed.

5. Regarding student participation in co - curricular activities

It was decided to motivate more students to participate in NPW and co curricular activities to improve their knowledge and skills.

Dr.Sonia. K. Singh
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Members Present for Meeting:

Sr.	Name of the staff	Signature
1.	Ms.Sucheta Tikole	STIKOLE
2.	Ms.Anuja Khidse	ANUNJA
3.	Mr.Vijaykumar Yelwantage	VYELWANTAGE
4.	Ms.Nikita Kale	-
5.	Ms.Jayshree Tayade	JAYSHREE
6.	Ms.Siddhi Pandhre	SP
7.	Ms.Swati Patil	SWATI
8.	Dr.Bapurao Tarate	BTARATE
9.	Dr.Arshia Shariff	-
10.	Ms.Pooja Jadhav	PJ
11.	Mr.Priesh Singh	PS
12.	Mr.Akshar Shinde	ASHINDE
13.	Ms.Vasudha Bavadekar	VBAVADEKAR
14.	Ms.Anjali Kide	ANKIDE
15.	Ms.Sneha Wankhede	SWANKHEDA
16.	Ms.Kumud Bhendarkar	BHENDARKAR
17.	Ms.Manisha Sutar	MSUTAR
18.	Mr.Rahul Buchade	RBUCHADE
19.	Dr.Sudhir Pandya	SPANDYA



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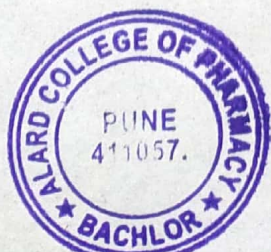
Action Taken Report

Meeting Ref. No: ACP/AMC/18-19-01

Name of Committee: Academic Monitoring Committee

To implement the decision taken by committee meeting on 26/05/2018 at Principal's office 3.30 pm, the following actions were taken

Sr.	Details of MoM	Action Taken
1.	Appointment of Academic In charge and Class Teachers	The academic Monitoring Committees formed was informed to all staff for their necessary action.
2.	Preparation of Academic Monitoring committees for academic year 2018-19.	Academic In charge and class teachers have started implementing the responsibility allocated to them.
3.	Workload distribution and preparation of Time Table.	The work load distribution and timetable have been prepared and circulated.
4.	Regarding revised syllabus	Faculties have gone through the revised syllabus. Teaching plan and lesson plan have been prepared according to revised syllabus.
5.	Regarding student participation in co-curricular activities	Circular for participation in NPW was prepared with name NPW coordinator and circulated to all students and staff. All class teachers announced the NPW events in their classes and motivated students to participate.



Dr. Sonia. K. Singh
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