

Meeting No. CMC/01/2017-18

Bhujbal Knowledge City
MET's Institute of Pharmacy
Course Monitoring Committee (CMC)
Minutes of the meetings

Date: 19/06/2017**Time:** 11.00 am**Location :** Principal Cabin, Bhujbal Knowledge City, MET's Institute of Pharmacy, Adgaon, Nasik-422003, Maharashtra, India.

Following members were present for the meeting

1. Dr. Sanjay Kshirsagar (Principal)
2. Dr. Dinesh Rishipathak (Teacher Co-ordinator)
3. Dr. Nilima Thombre (Teacher Co-ordinator)

Sign

The minutes of the meetings are as follows;

Agenda 1: The topic tracking report circulation and submission process to be revised**Resolution 1:** It is resolved that topic tracking report are to be circulated by the subject incharge through the class teacher, who will distribute the same among students and ask them to submit the filled reports CMC teacher coordinators, coordinators will immediately forward to the principal for his remarks at the end of each month, the reports to be shown to the faculty member for noting the feedback and remarks of the Principal for the necessary course of action to be taken if required**Agenda 2:** The teaching workload for SEM I/III/V/VII is to be finalized**Resolution 2:** The teaching workload for SEM I/III/V/VII for B Pharm and M Pharm as per the curriculum prescribed by Savitribai Phule Pune University is finalized after discussion of the suitability of the faculty member with the subjects. few subjects like Research Methodology, Physical Pharmaceutics I, Industrial Pharmacy I are allotted on shred basis**Agenda 3:** The workload for technician and attendants is to be finalized**Resolution 3:** The workload for technician and attendants is finalized considering the Practicals conducted in recently developed lab

Bhujbal Knowledge City
MET's Institute of Pharmacy
Course Monitoring Committee (CMC)
Minutes of the meetings

Date: 15/12/2017

Time: 10.00 am

Location : Principal Cabin, Bhujbal Knowledge City, MET's Institute of Pharmacy, Adgaon, Nasik-422003, Maharashtra, India.

Following members were present for the meeting

1. Dr. Sanjay Kshirsagar (Principal)
2. Dr. Dinesh Rishipathak (Teacher Co-ordinator)
3. Dr. Nilima Thombre (Teacher Co-ordinator)

Sign


The minutes of the meetings are as follows;

Agenda 1: The topic tracking report circulation and submission process to be revised

Resolution 1: It is resolved that topic tracking report are to be circulated by the subject incharge among the students through the class representatives and the filled report are to be submitted to CMC teacher coordinators, coordinators will immediately forward to the principal for his remarks also at the end of each month the follow up is taken for smooth functioning and course of action purpose.

Agenda 2: The teaching workload for SEM II/IV/VI/VIII is to be finalized

Resolution 2: The teaching workload for SEM II/IV/VI/VIII for B Pharm and M Pharm as per the curriculum prescribed by Savitribai Phule Pune University is finalized after discussion of the suitability of the faculty member with the subjects. few subjects like NDDS, Physical Pharmaceutics II, Industrial Pharmacy II are allotted on shred basis

Agenda 3: The extra lectures to be scheduled for syllabus completion

Resolution 3: Due to short tenure of the semester; the extra lectures are scheduled on all Saturday for all the subjects in order to satisfy the number of lectures required as per SPPU norms