



# KONKAN GYANPEETH RAHUL DHARKAR COLLEGE OF PHARMACY AND RESEARCH INSTITUTE, KARJAT

Konkan Gyanpeeth Shaikshnik Sankul, Vengaoon Road, Dahivali - Parade, Post- Tiware, Tal- Karjat, Dist- Raigad 410201 M.S.  
(Approved by AICTE & P.C.I. (New Delhi), D.T.E. (Govt. of Maharashtra) and Affiliated to Mumbai University)  
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Date: 10/07/2013

## AGENDA OF Academic monitoring committee

Konkan Gyanpeeth Rahul Dharkar College of Pharmacy and Research Institute academic monitoring meet is being organized on 10/07/2013 to discuss the following agenda:

### Agenda

1. To form academic Monitoring and other committees.
2. To Plan Academic Calendar and Extracurricular activities
3. To finalise Workload distribution and timetable preparation as per the syllabus.
4. To plan and maintain subject file, Academic record book (ARB) & Lab manual preparation
5. To implement Attendance monitoring
6. To coordinate with library committee for procurement of books
7. To plan and implement student's assessment and monitoring of records.
8. To make alternative arrangement of class and practical before going on leave.
9. To arrange guest lecture, to fill the curriculum gap and update the students
10. To conduct extra lectures for slow learner students and conduct tutorial, test, and assignment as per the need of subject.
11. To form a whatsapp group as a use of technology for communication and sharing study material



Dr. M.K. Kale  
Principal

**PRINCIPAL**  
Konkan Gyanpeeth  
Rahul Dharkar College of Pharmacy  
And Research Institute, Karjat



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## Report of first meeting of Academic monitoring Committee

As per scheduled meeting was conducted in presence of Principal and all teaching members in Principal sir's cabin. With view of smooth, organized academic function it is being addressed by Dr. Mohan Kale, Principal, Konkan Gyanpeeth Rahul Dharkar College of Pharmacy and Research Institute It is being finalized all discussion with view of academic and finalized with following resolutions were taken as per the agenda.

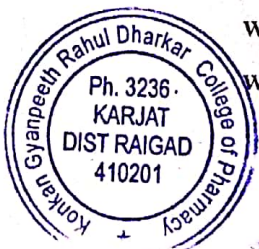
1. To form academic Monitoring and other committees.

As per discussion held academic monitoring committee have been constituted as under

Sr. No.	Name of Member	Designation in Organization	Designation in committee
1	Dr. Mohan Kale	Professor	Co-ordinator
2	Mr. Pritam Juvatkar	Assistant Professor	Co-coordinator
3	Mrs. Nilofar Khan	Assistant Professor	Member
4	Mr. Ashwin Kotamkar	Assistant Professor	Member
5	Mrs. Kirteebala Pawar	Assistant Professor	Member
6	Mrs. Priyanka Kalamkar	Assistant Professor	Member
7	Ms. Jyoti Lahane	Assistant Professor	Member

The committee was constituted with the following responsibility

- To decide academic workload of individual Faculty & supporting staff members. Preparation of time table and its display on the concerned class notice board. Ensuring completion of syllabus on time & weekly verification of syllabus completion status. Ensuring class /lab work as per time table. Verification of alternative arrangement & conduction of class / lab work of the faculty applying leave.







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- Preparation, up gradation and standardization of lab manuals before the commencement of the semester.
- Collection & verification of course material & PPT.
- Co-ordinating with library committee to ensure availability of all the required books as per syllabus before commencement of each semester.
- Verifying internal marks & scripts which are accepted & signed by the students. Submission of internal marks to exam, Mumbai University. Submission of any other required report to Exam section. Preparation of list of in each class & ensuring improvement in result by conducting bridge classes, slip test etc. Identifying guiding them for further improvement. Preparation of result analysis and display of 5 toppers details with their photos on the class notice boards.
- Preparation of remedial classes schedule for failure students in ensuring better results. Ensuring conduction of GDs, guest lecturers workshops & seminar.
- To work and report in accordance with ordinances 119, 120, 125 & 6086 of University of Mumbai & as per MSBTE
- To inform about students monthly attendance, sick leaves, Parents illness, death, college/University participations etc related to students attendance in form of valid document to the academic committee. To notify students defaulter list on monthly basis.
- Bimonthly defaulter students information be displayed on the notice board and parents of the concerned students be called for meeting before academic committee.
- The committee should submit their recommendations to the principal.

## 2. Academic Calendar with the plan of co- curricular activities

Academic calendar for odd semester that is from July to Dec-2013 was finalized. ( calendar – enclosed )

## 3. To finalise Workload distribution and timetable preparation as per the syllabus.

The workload and timetable prepared by Mrs. Kirteebala Pawar and Mrs. Priyanka Kalamkar was finalized as per the syllabus, college academic calendar and University of Mumbai calendar.

To plan and maintain subject file, Academic record book (ARB) & Lab manual preparation





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It has been resolved that every teacher should prepare session plan in ARB record provided to every teacher.

## 5. To implement Attendance monitoring

It is also being decided that all teacher should conduct the academic function as per prescribed by university. Attendance of student will be monitored by class teacher and to submit defaulter list to Principal. Bimonthly defaulter student's information to be displayed on the notice board and the concerned parent of the concerned students should be informed.

## 6. To coordinate with library committee for procurement of books

It is also decided and resolved by committee member that every teacher should review the books available and if any book is required they have to give it to purchase requisition to library in-charge.

## 7. To plan and implement student's assessment and monitoring of records.

It is also be decided and resolved by committee member that every teacher should conduct two tutorial per subject.

## 8. To make alternative arrangement of class and practical before going on leave.

It is also discussed and resolved by the members every teacher should verify alternative arrangement of class and practical before going on leave.

## 9. To arrange guest lecture, to fill the curriculum gap and update the students

It is also decided and resolved by members that every teacher should try for guest lecture arrangement for students and to arrange for extra lectures to fill the curriculum gap and update the students.

## 10. To conduct extra lectures for slow learner students and conduct tutorial, test, and assignment as per the need of subject.

Every teacher should conduct extra lectures for weak students, conduct tutorial, test, and assignment as per the need of the student and the subject.

To form a whatsapp group as a use of technology for communication and sharing study material



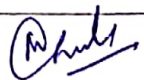
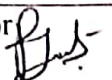
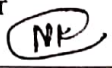

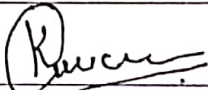
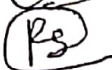
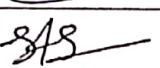




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It is being decided by all member in the view of use technology we should form a whatsapp group of students for communication and sharing study material. The responsibility is to be undertaken by Mrs. Kirteebala Pawar.

Sr. No.	Name of Member	Designation in Organization	Designation in committee
1	Dr. Mohan Kale	Professor	Co-ordinator 
2	Mr. Pritam Juvatkar	Assistant Professor	Co-coordinator 
3	Mrs. Nilofar Khan	Assistant Professor	Member 
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