

মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	05
তারিখ / Date	29/07/2022

উপস্থিত সভাগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal Room
সময় / Time	3:30 PM

১১	১১	১১
১২	১২	১২
১৩	১৩	১৩
১৪	১৪	১৪
১৫	১৫	১৫
১৬	১৬	১৬
১৭	১৭	১৭

নং / No.	রেজল্যুশন / Resolution Adopted
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BENGAL SCHOOL OF TECHNOLOGY

(Courses offered: B. Pharm, M. Pharm (Pharmaceutics), M. Pharm (Pharmacology))

Approved by PCI & AICTE, Affiliated to MAKAUT

Accredited by NAAC, Accredited by NBA for B. Pharm

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MINUTES OF THE PROGRAM COMMITTEE MEETING HELD ON 29TH JULY 2022

The first meeting of the Program Committee for the academic session (2022-23) was held in the Principal Room of the Bengal School of Technology at 3:30 pm on 29th July 2022.

The following persons have attended the meeting:

1. Dr. P. Suresh, Principal
2. Mrs. Sasmita Dash (Faculty)
3. Dr. Dharmajit Pattanayak (OIC Examination cell)
4. Dr. Sudip Kumar Kar (Chief Mentor)
5. Mrs. Saumya Das (Head Mentor B.Pharm 4th year)
6. Mr. Kausik Bhar (Head Mentor B.Pharm 3rd year)
7. Mr. Shaibal Chandra (Head Mentor B.Pharm 2nd year)
8. Mr. Partha Pratim Das (Head Mentor B.Pharm 1st year)

AGENDA:

1. Reconstitution of the Program Committee for the Academic year 2022-23

The Program Committee for the academic year 2022-23 was reconstituted, with list of faculty & the students as stated in the table below.

Sl.No.	Name	Status	Specialization
1	Mrs. Sasmita Dash	Chair Person	Pharmaceutical Chemistry
2	Dr. Dharmajit Pattanayak	Member Secretary	Pharmaceutics
3	Dr. Sudip Kumar Kar	Member	Pharmaceutical Chemistry
4	Mrs. Saumya Das	Member	Pharmaceutics
5	Mr. Kausik Bhar	Member	Pharmaceutical Chemistry
6	Mr. Shaibal Chandra	Member	Pharmacology
7	Mr. Partha Pratim Das	Member	Pharmacognosy
8	Miss. Koushiki Sarkar	Student Member	B.Pharm Second year
9	Mr. Jyotirmoy Sanyal	Student Member	B.Pharm Third year
10	Mr. Pratik Das	Student Member	B.Pharm Fourth year

Mrs. Sasmita Dash was nominated as the Chair Person of the Program Committee and Dr. Dharmajit Pattanayak, OIC Examination Cell was nominated as the Member Secretary of the Program Committee.

The Student Member from B.Pharm First year will be nominated in due course of time.

2. Nature of Activities, Duties & Responsibilities of the Program Committee

- The Program Committee shall meet at least thrice in a semester at the end of each Sessional exam (Internal Assessment) and before the end semester examination.
- Shall adopt the Academic calendar for a planned schedule
- Shall monitor the regular conduct of class work and class adjustments of faculty on leave
- Shall conduct Interim academic audit for the periodic review of the progress of the class work
- Shall focus of compliance of number of classes/experiments conducted as per norms
- Shall discuss the problems concerning curriculum, syllabus and conduct of classes.
- Initiate measures to identify the curricular gaps if any for suggesting the University/PCI
- Shall discuss with the course teachers on the nature and scope of the assessment for the course within the framework of the norms/ guidelines prescribed/notified by the University from time to time and the same shall be intimated/announced to the students at the beginning of the respective semester.
- Shall coordinate the matter of framing COs for the respective subjects
- Shall intimate the faculty to incorporate the Blooms Taxonomy Level in the Sessional question paper
- Identify the slow learners and monitor the slow learners with need based measures
- Identify the advance learners and plan for their involvement in innovative practices of TLP
- Review the lesson plan and course file of the faculty
- Adopt need based measures for improving the attendance of the students in the class
- Feedback and result analysis and suggest the corrective measures
- Shall communicate its recommendations to the Head of the Institution on all academic matters
- Any other activities pertaining to the academic matters of the program

3. It was decided that the Chairperson of the Program Committee Mrs. Sasmita Dash will monitor the regular conduct of both theory and practical classes on everyday and verify the class work adjustments of the faculty on leave.

4. Faculty member(s) while availing the leave are hereby advised to intimate to the Chairperson Program Committee Mrs. Sasmita Dash, before one day of availing the leave, the details about the class adjustments done. They are further advised to route the leave application through the Chairperson Program Committee or Mr. Kaushik Bhar, Member Program Committee as per their availability.

5. With regard to the academic audit, it was decided that the faculty members of individual subject have to record the Interim Review of Academic Performance in theory and practical in respect of each month in the suggested format and submit the same to the head mentor of the respective class.

6. It was discussed in the meeting to select the class toppers for the academic awards.

7. As per the resolution taken in the Exam Committee meeting dated 7/8/2019, it was decided to identify the slow learner by the respective subject teacher based on the marks secured in CA3 examination in each individual subject.

8. It was discussed in the meeting that the respective subject teachers of the individual subject have to submit the student's attendance in each semester before CA2 and CA4. The mentors of each year must inform the students to attend the classes regularly and maintain at least 75% of the attendance which is mandatory to appear the End Semester examination. Probable detention list need to be prepared well in advance and the same need to be intimated to the respective students for information.

9. It was decided in the meeting that, for the academic year 2022-23 onwards the Subject wise Course file is to be maintained by the tagged faculty with the support of concerned faculty members.

10. The meeting ended with thanks to the chair.


Chair Person Programme Committee


Principal