



Ref. No. CCP/25-26/327(b)

Date: 24th Nov 2025

CIRCULAR

It is hereby notified that the meeting of the Academic Committee is planned on Wednesday, 26th Nov, 2025 in Conference room (Block-8) at 12:30 pm. All Academic Committee members are invited to attend this meeting. The agenda of the meeting is attached with this notice.

Please go through it and all members are requested to be present in the meeting.

Member Secretary

(Dr. Supriya Agnihotri)

Copy to:

1. Chairperson
2. Special Invitee
3. All members


24/11/25
Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Academic Committee Members

S.No.	Name of Committee Member	Designation
1.	Dr. Rupinder Kaur Sodhi, Director Principal	Chairperson
2.	Dr. Supriya Agnihotri, HOD	Member Secretary
3.	Ms. Monika Sharma, IQAC Coordinator	Member
4.	Dr. Anjoo Kamboj, Professor, Time Table Coordinator	Member
5.	Dr. Sandhya Jaiswal, Professor, Project Coordinator	Member
6.	Dr. Sonali Singh, Associate Professor	Member
7.	Ms. Puneet Kaur, Associate Professor, Examination Coordinator	Member
8.	Ms. Simarleen Kaur 2527884 (Student)	Member
9.	Ms Ravleen 2418317 (Student)	Member
10.	Mr. Divyanshu Murya 2314808(Student)	Member
11.	Ms. Subhoo Shree 2215825(Student)	Member

24/11/25
Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Academic Committee

Meeting Agenda (Wednesday, 26th Nov, 2025)

Agenda Points:

1. Approval of the Agenda Items
2. Confirmation of the minutes of the previous meeting
3. Review of the Action Taken Report (ATR) of the Previous Meeting
4. Discussion on Subject Allotment as per Faculty Preference for even semester 2025-26.
5. Discussion on Workload Distribution for even semester 2025-26.
6. Time-table finalization timelines for even semester 2025-26.
7. Time-lines for course file, lesson Plans, CO-PO mapping for even semester 2025-26.
8. Time-lines for lesson plan for laboratory experiments and practical manuals.
9. Planning and audit by IQAC.
10. Academic Calendar/ Industrial Visit / Internal assessment
11. Discussion on Conferences/Workshops/ Seminar/ Symposium
12. Discussion on Projectwork for B. Pharmacy 8th Semester
13. Discussion on Teaching–Learning Methodologies
14. Research Activities
15. Discussion on the Resource material for students
16. Result analysis and action plan of odd semester 2025-26
17. Feedback analysis and action plan odd semester 2025-26.

Handwritten signature
24/11/25
Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Ref. No. CCP / 25-26 / 328(a)

Date: 26th Nov 2025

Academic Committee

Minutes of Meetings

A meeting of the Academic Committee was held in the Conference room (Block-8) at 12.30 P.M on Wednesday, 26th Nov, 2025

Members Present:

S.No.	Name of Committee Member	Designation	SIGN
1.	Dr. Rupinder Kaur Sodhi, Director Principal	Chairperson	
2.	Dr. Supriya Agnihotri, HOD	Member Secretary	
3.	Ms. Monika Sharma, IQAC Coordinator	Member	
4.	Dr. Anjoo Kamboj, Professor, Time Table Coordinator	Member	
5.	Dr. Sandhya Jaiswal, Professor, Project Coordinator	Member	
6.	Dr. Sonali Singh, Associate Professor	Member	
7.	Ms. Puneet Kaur, Associate Professor, Examination Coordinator	Member	
8.	Ms. Simarleen Kaur 2527884 (Student)	Member	
9.	Ms Ravleen 2418317 (Student)	Member	
10.	Mr. Divyanshu Murya 2314808(Student)	Member	
11.	Ms. Subhoo Shree 2215825(Student)	Member	

26/11/25
Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Chairperson Academic Committee chaired the meeting and welcomed all the participants of meeting. The Academic Committee discussed and planned the commencement of the academic session after careful consideration of various aspects such as academic preparedness, and strict adherence to the university-prescribed academic calendar. For academic preparedness various agendas were discussed which includes

1. Approval of agenda items

Agenda items were presented to the members and approved unanimously without modification.

2. Confirmation of the minutes of the previous meeting

The minutes of the previous Academic Meeting were presented before the members for confirmation. The members reviewed the recorded minutes and confirmed that the proceedings were accurately documented. No corrections or modifications were suggested.

3. Review of the Action Taken Report (ATR) of the Previous Meeting

The Action Taken Report (ATR) of the previous meeting was presented and discussed. The status of actions taken on earlier decisions was reviewed.

4. Discussion on Subject Allotment as per Faculty Preference for even semester 2025-26.

The Academic Committee discussed the subject allotment for the academic session, taking into consideration faculty preferences, subject expertise, and equitable workload distribution to ensure effective teaching-learning processes.

5. Workload Distribution for even semester 2025-26.

Member Secretary, Dr Supriya Agnihotri allocated the subjects to faculty members for the upcoming academic session, ensuring equitable allocation of theory and practical hours in accordance with IKGPTU University and PCI norms, faculty expertise, and overall academic requirements. The Academic Committee prepared balanced workload distribution based on

- **Number of credits or hours per course**
- **Number of theory and practical classes**

Head of Department
Chandigarh College of Pharmacy,
Lar:dran, Mohali - 140307



- Faculty expertise and specialization
- PCI workload norms (e.g., hours per week)

6. Time-table for even semester 2025-26.

The Academic Committee discussed and finalized the workload and asked the time-table coordinator to prepare timetable for both theory and practical classes.

7. Time-lines for course file, lesson Plans, CO-PO mapping for even semester

The member secretary proposed the date for submitting detailed lesson plans as well as course files for their allotted subjects. All lesson plans must align with the academic calendar should include:

- Number of planned lectures as per the PCI norms
- Appropriate topic breakdown
- Ensure each plan aligns with the defined Course Outcomes (COs).
- CO-PO Mapping
- Reference materials and resources to be provided.

The Academic Committee discussed and finalized the timelines for the preparation and submission of course files, lesson plans, and CO-PO mapping.

Instructions for Faculty members to complete and submit the same within the stipulated time to ensure uniformity and effective academic monitoring.

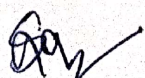
8. Time-lines for lesson plan for laboratory experiments and practical manuals

The Academic Committee discussed and finalized the time-lines for the preparation and submission of lesson plans for laboratory experiments and practical manuals and were advised to adhere strictly to the approved schedule to ensure effective conduct of practical sessions and uniformity in laboratory teaching.

9. Planning and audit by IQAC

Emphasis was laid on proper maintenance of records including academic calendar, lesson plans, course files, result analysis, feedback reports etc. which will be monitored by IQAC.

10. Calendar/ Industrial Visit / Internal assessment


Head of Department
Chandigarh College of Pharmacy,
140007

The important aspects of academic calendar were discussed including important academic events such as commencement of sessions, internal assessments, field visits, sessional examinations, holidays, and co-curricular activities. The committee ensures that the calendar aligns with university regulations and supports effective academic planning and implementation.

11. Discussion on Conferences/Workshops/ Seminar/ Symposium

The schedule for Conferences/Workshops/ Seminar/ Symposium in the Event Calendar planned to enhance student's practical exposure and knowledge.

12. Discussion on Project Work for B. Pharmacy 8th/ M Pharm 4th Semester

The Academic Committee discussed the planning and implementation of the Project Work programme for B. Pharm 8th/ M Pharm 4th semester.

13. Discussion on Teaching–Learning Methodologies

Various teaching–learning methodologies including interactive lectures, ICT-enabled teaching, videos, case studies, problem-based learning, tutorials, and seminars to be planned for each subject-by-subject teachers to enhance student engagement and learning outcomes.

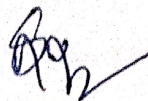
14. Research Activities

The Academic Committee discussed initiatives to promote research culture and academic outreach activities among faculty and students, including research projects, publications, collaborations, participation in conferences.

15. Discussion on the Resource material for students

The Academic Committee discussed the preparation and provision of resource materials for students, including textbooks, reference books, e-learning resources, study modules should be available on the college portal ERP in the LMS to ensure smooth study. Measures were planned to ensure timely availability of these materials to support effective teaching–learning and student academic performance.

16. Result Analysis and action plan of odd semester 2025-26



Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



IQAC will analyse the Odd Semester (2025-26) examination results and discuss the detailed analysis presented, along with the corresponding action plan.

17. Feedback analysis and action plan odd semester 2025-26

IQAC will analyse the feedback obtained from students and faculties. Action plan report to be prepared for the complete execution.

Meeting ended with vote of thanks by Member Secretary.

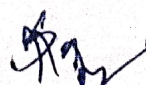
Head of Department
Chandigarh College of Pharmacy
Landran, Mohali - 140307
Dr. Supriya Agnihotri
Member Secretary

Action Taken Report

On

Academic Monitoring Committee Meeting Held on 26-11-2025

Point	Action Taken
1. Approval of Agenda Items	Approved.
2. Confirmation of Minutes of Previous Meeting	Minutes of the previous Academic Meeting were reviewed and confirmed by the members.
3. Review of Action Taken Report of Previous Meeting	The Action Taken Report of the previous meeting was reviewed, discussed, and accepted by the members.
4. Academic session to begin on 11 th Dec 2025 for B. Pharm 6 th , and 8 th semester, 17 th Dec 2025 for 4 th semester and 19 th January 2026 for B Pharm 2 nd semester	Classes commenced as scheduled on the planned dates for all semesters.
5. Faculty workload and subject allotment to be finalized by HOD	Final subject allotment and faculty workload distribution were prepared and circulated to all faculty members.
6. Time-tables (theory and practical) to be prepared and approved	Theory and practical timetables were prepared, approved, and circulated on the notice board and ERP well in advance on 8th Dec 2025.
7. Course file, lesson plans, CO-PO mapping readiness	Course files (progressive course files), lesson plans, and CO-PO mapping formats were initiated and are being updated progressively to ensure academic preparedness for upcoming semester.
8. Lesson plans for Laboratory experiments, practical manuals	Laboratory lesson plans and practical manuals were initiated for review and updating, and



Head of Department
 Chandigarh College of Pharmacy,
 Sector 14, Chandigarh



and lab facilities	laboratory facilities are being prepared to ensure smooth conduct of practical sessions for upcoming semester.
9. Planning and audit by IQAC	Academic processes were reviewed in coordination with IQAC, and verification of academic documents and activities is being carried out progressively during the semester.
10. Academic calendar to include teaching weeks, MST exams, field visits	The academic calendar, including teaching weeks, internal assessments (MST), and planned field visits, was finalized and circulated well in advance on 5th Dec 2025.
11. Planned industrial visit conference/workshop/seminar in the semester.	Industrial visit was planned and approved. A workshop on Design Thinking, Critical Thinking, and Innovation Design was scheduled for January 2026.
12. Structure, allocation, evaluation, and timeline for the project work of B. Pharm 8 th /M Pharm 4 th Semester	A standardized structure, student allocation, evaluation rubrics, and a detailed timeline for B. Pharm 8th semester project work were developed, approved, and initiated for effective implementation.
13. Teaching-learning methodologies	Faculty were advised to adopt interactive lectures, ICT-enabled teaching, and case-based learning methods, and implementation is being monitored progressively to enhance teaching effectiveness and student learning outcomes.
14. Research Activities	Faculty members were encouraged to undertake research activities, pursue publications and patents, and involve students in research-related presentations and academic events.

Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



15. Resource Material for Students	Updated textbooks and reference materials were made available, and study materials are being uploaded on the college portal progressively to support student learning. Library and digital access ensured for students.
16. Result Analysis and Action Plan of Odd Semester 2025-26	Result analysis will be conducted after declaration of results, and necessary academic action plans will be implemented based on student performance.
17. Feedback analysis and Action plan	Feedback from students and stakeholders is being collected, and analysis with corrective action plans will be implemented progressively during the semester.

Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Ref. No. CCP/25-26/383(a)

Date: 11th Feb 2026

CIRCULAR

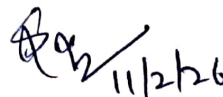
It is hereby notified that the meeting of the Academic Committee is planned on Friday, 13th Feb, 2026 in Conference room (Block-8) at 12:30 pm. All Academic Committee members are invited to attend this meeting. The agenda of the meeting is attached with this notice.

Please go through it and all members are requested to be present in the meeting.

Member Secretary
(Dr. Supriya Agnihotri)

Copy to:

1. Chairperson
2. Special Invitee
3. All members


11/2/26
Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Academic Committee Members

S.No.	Name of Committee Member	Designation
1.	Dr. Rupinder Kaur Sodhi, Director Principal	Chairperson
2.	Dr. Supriya Agnihotri, HOD	Member Secretary
3.	Ms. Monika Sharma, IQAC Coordinator	Member
4.	Dr. Anjoo Kamboj, Professor, Time table Coordinator	Member
5.	Dr. Sandhya Jaiswal, Professor, Project Coordinator	Member
6.	Dr. Sonali Singh, Associate Professor	Member
7.	Ms. Puneet Kaur, Associate Professor, Examination Coordinator	Member
8.	Ms. Simarleen Kaur 2527884 (Student)	Member
9.	Ms Ravleen 2418317 (Student)	Member
10.	Mr. Divyanshu Murya 2314808(Student)	Member
11.	Ms. Subhoo Shree 2215825(Student)	Member

[Handwritten Signature] 11/2/26

Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Ref. No. CCP/25-26 (383(a))

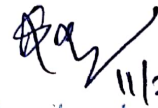
Date: 11th Feb 2026

Academic Committee

Meeting Agenda (Friday, 13th Feb, 2026)

Agenda Points:

1. Approval of the Agenda Items
2. Confirmation of the minutes of the previous meeting
3. Review of the Action Taken Report (ATR) of the Previous Meeting
4. Monitoring of Syllabus Coverage
5. Finalization of MST-I Question paper and Assignment-I.
6. Timelines for Assignment Submission
7. Smooth conduction of MST-I Exam
8. Action taken for weak students
9. Action taken for bright students
10. Review of Research Activities


11/2/26

Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Ref. No. CCP/25-26/387(a)

Date: 13thFeb2026

Academic Committee

Minutes of Meetings

A meeting of the Academic Committee was held in the Conference room (Block-8) at 12.30 P.M on Friday, 13thFeb, 2026

Members Present:

S.No.	Name of Committee Member	Designation	SIGN
1.	Dr. Rupinder Kaur Sodhi, Director-Principal	Chairperson	
2.	Dr. Supriya Agnihotri, HOD	Member Secretary	
3.	Ms. Monika Sharma, IQAC Coordinator	Member	
4.	Dr. Anjoo Kamboj, Professor, Time table Coordinator	Member	
5.	Dr. Sandhya Jaiswal, Professor, Project Coordinator	Member	
6.	Dr. Sonali Singh, Associate Professor	Member	
7.	Ms. Puneet Kaur, Associate Professor, Examination Coordinator	Member	
8.	Ms. Simarleen Kaur 2527884 (Student)	Member	
9.	Ms Ravleen 2418317 (Student)	Member	
10.	Mr. Divyanshu Murya 2314808(Student)	Member	
11.	Ms. Subhoo Shree 2215825(Student)	Member	

Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Chairperson of the Academic Committee chaired the meeting and welcomed all the participants.

1. Approval of agenda items

Agenda items were presented before the members for review. The members examined the proposed agenda and expressed their agreement to proceed with the meeting as scheduled.

2. Confirmation of the minutes of the previous meeting

The minutes of the previous Academic Meeting were presented before the members for confirmation. The members reviewed the recorded minutes and confirmed that the proceedings were accurately documented.

3. Review of the Action Taken Report (ATR) of the Previous Meeting

The Action Taken Report (ATR) of the previous meeting was presented and discussed. The status of actions taken on earlier decisions was reviewed.

4. Monitoring of Syllabus Coverage


The committee discussed the monitoring of syllabus coverage in coordination with IQAC. It was emphasized that in theory subjects, at least **50% of the syllabus** should be completed before MST-1. If syllabus coverage falls short, it should be compensated through extra or adjustment classes before the commencement of MST-1.

In practical subjects, it was advised to complete **50% of the total experiments/practical's** before MST-1. Any shortfall should be compensated by conducting additional lab sessions.

As the meeting was held during the initial phase of the semester, members discussed plans for coverage of pending topics and revision sessions wherever required.

5. Finalization for MST Question Paper and Assignment

The Academic Committee discussed the incorporation of Course Outcomes (COs) and their alignment with Bloom's Taxonomy levels while designing Mid-Semester Test (MST) question papers and assignments. It was decided that **MST-1 question papers should cover CO1-CO3**, while **MST-2 should cover CO3 onwards**.


Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



It was ensured that the questions assess various cognitive levels such as knowledge, comprehension, application, analysis, synthesis, and evaluation, in accordance with Outcome-Based Education (OBE) principles.

Timelines for Assignment Submission

The committee finalized the timeline for assignment submission for the Assignment 1.

6. Review on smooth conduction of MST-1

It was discussed that the Subject Coordinator shall prepare the MST question paper strictly in accordance with the prescribed guidelines and specified format, ensuring alignment with Course Outcomes and Bloom's Taxonomy levels.

The Examination Team was assigned the responsibility of preparing the sitting plan, MST examination schedule, invigilation duties, printing of question papers, distribution procedures, and evaluation strategies well in advance to ensure smooth conduct of examinations.

7. Action taken for weak students

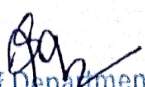
The Member Secretary informed that special counselling sessions for weak students are being conducted based on end-semester results. Course reference materials are provided to students scoring less than 50% marks. Regular motivation is being carried out by class counsellors.

Reference books, sample questions, and a minimum of two previous years' university question papers with solutions are being provided to support improvement.

8. Action taken for bright students

The Member Secretary informed that bright students are recognized and awarded after the declaration of PTU results. Additional reference books from the library are issued to support advanced preparation. Students are encouraged to participate in conferences, seminars, patents, publications, and departmental academic activities.

Advanced training sessions are provided to enhance their academic skills. Monthly review meetings are conducted by the Head Class Counsellor along with bright students to monitor progress.

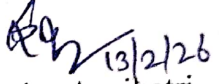

Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



9. Research Activity

Research progress was reviewed, and plans were discussed to promote research activities among faculty and students. This included initiation of research projects, publications in peer-reviewed journals, collaborative research with industry and academic institutions, and participation in conferences and workshops.

Meeting ended with a vote of thanks by the member secretary.


Dr Supriya Agnihotri
Member Secretary

Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307

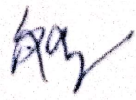


Action Taken Report

On

Academic Monitoring Committee Meeting Held on 13-02-2026

Point	Action Taken
1. Approval of Agenda Items	Approved.
2. Confirmation of Minutes of Previous Meeting	Minutes of the previous Academic Meeting were reviewed and confirmed by the members.
3. Review of Action Taken Report of Previous Meeting	The Action Taken Report of the previous meeting was reviewed, discussed, and accepted by the members.
4. Monitoring of Syllabus Coverage	Faculty members-initiated syllabus coverage as per the academic plan. Progress of syllabus coverage is being monitored regularly, and additional classes are being arranged wherever required to ensure timely completion before MST examinations.
5. Finalization of MST Question Paper and Assignment	Guidelines for preparation of MST question papers and assignments aligned with Course Outcomes (COs) and Bloom's Taxonomy were finalized and communicated to faculty members. Assignment submission timelines were also circulated.
6. Review on Smooth Conduct of MST-1	Responsibilities related to MST-1, including preparation of sitting plan, examination schedule, invigilation duties, printing of question papers, and evaluation strategies, were assigned to the Examination Team for smooth conduct of examinations
7. Action Taken for Weak Students	Weak students were identified based on academic performance. Special counselling sessions, additional study materials, reference books, and previous years' university question papers were provided to support academic improvement.
8. Action Taken for Bright Students	Bright students were encouraged through recognition, provision of additional reference materials, and participation in conferences, seminars, research activities, and advanced academic training programmes.
9. Research Activities	Faculty members initiated and continued research-related activities, including preparation of research proposals, publication planning, collaborative research, and encouragement of student participation in conferences and workshops.


Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307





Ref. No. CCP/26-27/06 (a)

Date: 3rd April 2026

CIRCULAR

It is hereby notified that the meeting of the Academic Committee is planned on Monday, 6th April, 2026 in Conference room (Block-8) at 12:30 pm. All Academic Committee members are invited to attend this meeting. The agenda of the meeting is attached with this notice.

Please go through it and all members are requested to be present in the meeting.

Member Secretary

(Dr. Supriya Agnihotri)

Dr. Supriya Agnihotri
3/4/26

Copy to:

1. Chairperson
2. Special Invitee
3. All members

Head of Department

Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Ref.No. CCP/26-27/06(a)

Date: 3rd April 2026

Academic Committee Members

S.No.	Name of Committee Member	Designation
1.	Dr. Rupinder Kaur Sodhi, Director Principal	Chairperson
2.	Dr. Supriya Agnihotri, HOD	Member Secretary
3.	Ms. Monika Sharma, IQAC Coordinator	Member
4.	Dr. Anjoo Kamboj, Professor, Time-Table Coordinator	Member
5.	Dr. Sandhya Jaiswal, Professor, Project Coordinator	Member
6.	Dr. Sonali Singh, Associate Professor	Member
7.	Ms. Puneet Kaur, Associate Professor, Examination Coordinator	Member
8.	Ms. Simarleen Kaur 2527884 (Student)	Member
9.	Ms Ravleen 2418317 (Student)	Member
10.	Mr. Divyanshu Murya 2314808(Student)	Member
11.	Ms. Subhoo Shree 2215825(Student)	Member


3/4/26
Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307

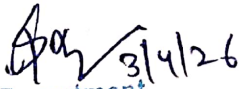


Academic Committee

Meeting Agenda (Monday, 06th April, 2026)

Agenda Points:

1. Approval of the Agenda Items
2. Confirmation of the minutes of the previous meeting
3. Review of the Action Taken Report (ATR) of the Previous Meeting
4. Monitoring of Syllabus Coverage
5. Finalization of MST-II Question paper and Assignment-II.
6. Timelines for Assignment Submission
7. Smooth conduction of MST-II Exam
8. Action taken for weak students
9. Action taken for bright students
10. Progress evaluation of B Pharm 8th Sem/ M Pharm 4th Sem project work
11. Review of Research Activities


Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Ref. No. CCP/26-27/7(a)

Date: 06th Apr 2026

Academic Committee

Minutes of Meetings

A meeting of the Academic Committee was held in the Conference room (Block-8) at 12.30 P.M on Monday, 06th Apr. 2026.

Members Present:

S.No.	Name of Committee Member	Designation	SIGN
1.	Dr. Rupinder Kaur Sodhi, Director Principal	Chairperson	
2.	Dr. Supriya Agnihotri, HOD	Member Secretary	
3.	Ms. Monika Sharma, IQAC Coordinator	Member	
4.	Dr. Anjoo Kamboj, Professor, Time table Coordinator	Member	
5.	Dr. Sandhya Jaiswal, Professor, Project Coordinator	Member	
6.	Dr. Sonali Singh, Associate Professor	Member	
7.	Ms. Puneet Kaur, Associate Professor, Examination Coordinator	Member	
8.	Ms. Simarleen Kaur 2527884 (Student)	Member	
9.	Ms Ravleen 2418317 (Student)	Member	
10.	Mr. Divyanshu Murya 2314808(Student)	Member	
11.	Ms. Subhoo Shree 2215825(Student)	Member	

6/4/26
Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Chairperson Academic Committee chaired the meeting and welcomed all the participants of meeting.

1. Approval of agenda items

Agenda items were presented to the members and approved unanimously without modification.

2. Confirmation of the minutes of the previous meeting

The minutes of the previous Academic Meeting were presented before the members for confirmation. The members reviewed the recorded minutes and confirmed that the proceedings were accurately documented.

3. Review of the Action Taken Report (ATR) of the Previous Meeting

The Action Taken Report (ATR) of the previous meeting was presented and discussed. The status of actions taken on earlier decisions was reviewed, and members noted satisfactory progress

4. Monitoring of Syllabus Coverage

The committee discussed the monitoring of syllabus coverage in coordination with IQAC. It was emphasized that in theory subjects, **100% of the syllabus** must be completed before MST-2. If syllabus coverage falls short of the required percentage, it must be compensated by conducting extra or adjustment classes before the commencement of MST-2.

In practical subjects, it was advised to complete **100% of the total experiments/practicals** before MST-2. Any shortfall should be compensated through additional laboratory sessions.

Faculty members were also advised to plan remedial classes based on the status of syllabus coverage wherever required.

5. Finalization of MST Question Paper (Using New COs)

The Academic Committee discussed the incorporation of **revised Course Outcomes (COs)** and their alignment with **Bloom's Taxonomy** levels while designing Mid-Semester Test (MST) question papers and assignments. It was decided that **MST-1 question papers should cover CO1-CO3**, while **MST-2 question papers should cover CO3 onwards**.

Faculty members were also instructed to **prepare and update CO-PO mapping** in the course files in accordance with the **revised Course Outcomes (COs) and Programme Outcomes (POs)**.

It was ensured that the questions assess various cognitive levels such as **knowledge, comprehension, application, analysis, synthesis, and evaluation**, in accordance with **Outcome-Based Education (OBE) principles**.

The committee finalized the timeline for assignment submission for the Assignment 2.

6. Review on smooth conduction of MST-II

The Subject Coordinator shall prepare the MST question paper strictly in accordance with the prescribed guidelines and specified format, ensuring alignment with Course Outcomes (COs). Questions must adhere to Bloom's Taxonomy levels.

The Member Secretary discussed the following responsibilities with the Examination Coordinator to ensure smooth conduct of MST-2:

- Preparation of sitting arrangements for MST examinations
- Preparation of MST examination timetable
- Assignment of invigilation duties
- Evaluation of answer sheets within the seven days of conduct of exam.


7. Action taken for weak students

The Member Secretary informed that **remedial classes were arranged subject-wise** for weak students based on MST-I results. Course reference materials were provided to students scoring less than 50% marks. Regular counselling and motivation are being carried out by class counsellors.

Reference books, sample questions, and a minimum of **two previous years' university question papers with solutions** were also provided to support improvement.

8. Action taken for bright students

The Member Secretary informed that bright students are being encouraged through academic recognition and support. Additional reference books from the library are provided to enhance their knowledge. Students are encouraged to participate in conferences, seminars, research activities, and departmental academic events.


Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



Advanced learning support and periodic progress review are being conducted to promote academic excellence.

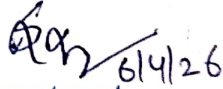
9. Progress evaluation of B Pharm 8th Sem/ M Pharm 4th Sem project work

The progress of B. Pharm 8th Semester and M. Pharm 4th Semester project work was reviewed. Faculty guides presented updates on project progress, adherence to timelines, and student participation. Necessary guidance was provided to ensure timely completion of project work as per the approved schedule.

10. Research Activity

Research progress was reviewed, and plans were discussed to promote research activities among faculty and students. This included initiation of research projects, publications in peer-reviewed journals, collaborative research with industry and academic institutions, and participation in conferences and workshops.

The meeting concluded with a vote of thanks by the Member Secretary.


6/4/26
Head of Department
Dr. Supriya Agnihotri
Chandigarh Member Secretary,
Landran, Mohali - 140307



Action Taken Report

On

Academic Monitoring Committee Meeting Held on 06-04-2026

Point	Action Taken
1. Approval of Agenda Items	Agenda items were presented to the members and approved unanimously without modification.
2. Confirmation of Minutes of Previous Meeting	Minutes of the previous Academic Meeting were reviewed and confirmed by the members.
3. Review of Action Taken Report of Previous Meeting	The Action Taken Report of the previous meeting was reviewed, discussed, and accepted by the members.
4. Monitoring of Syllabus Coverage	Faculty members-initiated syllabus coverage as per the academic plan. Progress of syllabus completion is being monitored regularly to ensure 100% coverage before MST-2, and remedial or extra classes are being arranged wherever required.
5. Finalization of MST Question Paper	Guidelines for preparation of MST question papers and assignments aligned with revised Course Outcomes (COs) and Bloom's Taxonomy were finalized and communicated to faculty members. Faculty members initiated updating of CO-PO mapping in course files as per the revised COs and POs.
6. Review on Smooth Conduct of MST-2	Responsibilities related to MST-2, including preparation of examination timetable, sitting arrangements, invigilation duties, and evaluation of answer scripts, were assigned to the Examination Team for smooth conduct of the examination.
7. Action Taken for Weak Students	Weak students were identified based on MST-I performance, and subject-wise remedial classes were arranged. Course reference materials, sample questions, and previous university question papers were provided, and counselling sessions are being conducted regularly.
8. Action Taken for Bright Students	Bright students were encouraged through academic recognition, provision of additional reference materials, and opportunities to participate in seminars, conferences, and

Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307



**CHANDIGARH
COLLEGE OF PHARMACY**

Building Careers. Transforming Lives.

Chandigarh College of Pharmacy

	research-related academic activities.
9. Progress Evaluation of B. Pharm 8th Sem / M. Pharm 4th Sem Project Work	The progress of project work was reviewed, and necessary guidance was provided to students to ensure adherence to project timelines and successful completion of research activities.
10. Research Activities	Faculty members initiated and continued research-related activities, including preparation of research proposals, planning of publications, collaboration with academic and industry partners, and promotion of student participation in research activities.

Handwritten signature and date: 6/4/26

Head of Department
Chandigarh College of Pharmacy,
Landran, Mohali - 140307

