



**CHANDIGARH
COLLEGE OF PHARMACY**
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Chandigarh College of Pharmacy

Academic Committee/ MoMs/ Agenda of Meetings/ ATRs 2025-26



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Chandigarh College of Pharmacy

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 12:00 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.


Head of Department
Chandigarh College of Pharmacy,
Landran (Mchali: 140307)
(Dr. Supriya Agnihotri)

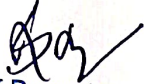
Copy to:

1. Chairperson
2. Special Invitee
3. All members



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


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



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.

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.



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.

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

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	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.

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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 Thursday, 13th Feb, 2026 in Conference room (Block-8) at 2:00 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
Head of Department
(Dr. Supriya Agnihotri),
Chandigarh College of Pharmacy,
Landran, Mohali - 140307

Copy to:

1. Chairperson
2. Special Invitee
3. All members



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

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



Academic Committee

Meeting Agenda (Wednesday, 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

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.

4. 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**.

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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.

5. Timelines for Assignment Submission

The committee finalized the timeline for assignment submission for the academic session.

6. Review on smooth conduction of MST-I

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

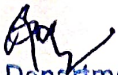
The Member Secretary informed that special counselling sessions for weak students are being conducted based on end-semester results. Course reference materials are provided to students scoring less than 50% marks. Regular motivation is being carried out by class counsellors.

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.


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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

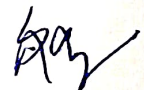
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Chandigarh College of Pharmacy,
Landran, Mohali - 140307

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
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Landran, Mohali - 140307