



**Prof. T. J. SAWANT**  
D.E.E.B.E.(Elec.), MISTE  
Founder-Secretary

**JAYAWANT SHIKSHAN PRASARAK MANDAL'S**  
**JAYAWANTRAO SAWANT**  
**COLLEGE OF PHARMACY & RESEARCH**

S. No. 58, Handewadi Road, Hadapsar, Pune- 411028.  
Phone : +91-020- 64005920 Tel Fax: +91-020-26970565  
E-mail : jspm.jscopr@gmail.com Website : [www.jspm.edu.in](http://www.jspm.edu.in)  
(Approved by PCI & AICTE, New Delhi, DTE, Govt. of Maharashtra, Mumbai, and  
Affiliated to Savitribai Phule Pune University, Pune) DTE Code: PH6387



**Dr. S.D. AMBAVADE**  
M.Pharm., Ph.D.  
Principal

Ref No: JSPM/JSCOPR/Faculty Meeting/2017-18/

Date: 04/05/2018

**Circular**

All the teachers are here by instructed that the faculty meeting is scheduled on Monday 07/05/2019. All must attend the same without fail at 3.00 p.m. in the board room. All teachers should carry a copy of syllabi of their respective subjects of UG and PG. The agendas for the meeting are as follows.

**Review of previous meeting by chairman**

**Agenda 1:** Committee wise planning

**Agenda2:** Departmental activities

**Agenda 3:** Ad-hoc approval

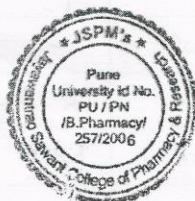
**Agenda 4:** Lab monitoring

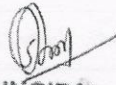
**Agenda 5:** Regular and smooth conduct of lectures and practicals

**Agenda 6:** Value-added /Added on courses

**Agenda 7:** BCUD update

**Agenda 8:** Research grants/projects



  
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Jayawantrao Sawant  
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**Dr. S.D. AMBAVADE**  
M.Pharm., Ph.D.  
Principal

I have read and confirmed the notice of faculty meeting.

	Name	Designation	Signature
1.	Dr. Potnis V. V	Professor	<i>V. Potnis</i>
2.	Mr. Kale. A. D.	Asst Prof	<i>A. D. Kale</i>
3.	Mrs. Gadekar A. S.	Asst Prof	<i>ML</i>
4.	Mr. Chavan B. B.	Asst Prof	<i>BB</i>
5.	Mrs. Dhamane S. P.	Asst Prof	<i>S. P. Dhamane</i>
6.	Ms. Kulkarni A. S.	Asst Prof	<i>AK</i>
7.	Mr. Mogal N. K.	Asst. Prof	<i>N. K. Mogal</i>
8.	Mr. Albhar K. G.	Asst. Prof	<i>K. G. Albhar</i>
9.	Mr. Palshikar G. S.	Asst. Prof	<i>G. S. Palshikar</i>
10.	Ms. Mehta P. P.	Asst. Prof	<i>P. P. Mehta</i>
11.	Ms. Vawhal P. K.	Asst. Prof	<i>ML</i>
12.	Mr. Firake B. M.	Asst. Prof	<i>B. M. Firake</i>
13.	Mrs. Kolsure A. K.	Asst. Prof	<i>A. K. Kolsure</i>
14.	Mrs. Moorthy E. R.	Asst. Prof	<i>E. R. Moorthy</i>
15.	Ms. Hingane N. N.	Asst. Prof	<i>N. N. Hingane</i>
16.	Mr. Yadav J. R.	Asst. Prof	
17.	Mr. Bobe K. R.	Asst. Prof	<i>B. K. Bobe</i>
18.	Mrs. Khan F. R.	Asst. Prof	<i>F. R. Khan</i>
19.	Mrs. Barke S. A.	Asst. Prof	
20.	Mrs. Swami U. S.	Asst. Prof	<i>U. S. Swami</i>





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Ref No: JSPM/JSCOPR/teaching Meeting/2017-18/

Date: 07/05/2018

Minutes of the Faculty Meeting: 10/05/18

Meeting: Teaching faculty meeting

Date: 7<sup>th</sup> May 2018

Location: Board room, JSCOPR

Chairperson: Dr.S.D. Ambavade, Principal JSCOPR

Secretary: Mrs.E.R.Moorthy, Asst. Professor JSCOPR

Review of previous minutes

Secretary read the previous meeting minutes and members reviewed action taken on the same

Review of agenda: Chairperson

Agenda 1: Committee wise planning

Resolution:

Staffs were told to plan for activities of respective committees for the academic year 2018-19. In this view, department staff was told to submit names of resource persons for arranging guest lectures.

Agenda2: Departmental activities:

Resolution:

Head of department (HODs) were asked the subject allocation and distribution of weekly work load of the teaching faculty based on the syllabus. HODs were asked to prepare calendar/activities of one page of their department highlighting activities to be conducted. HODs were told to plan activities for upliftment of department with focus on student result improvement, faculty improvement programmes like encouragement for poster, conference and publications.

Following were the suggestions made for upliftment department wise as well as an institution :

- (a) Banner/flex display, focussing on industry skills and knowledge.
- (b) Glass cabinet in labs for lab improvement.

Agenda 3: Ad-hoc approval

Resolution:

All staff applying for ad-hoc approval was told to keep documents ready for



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submission.

**Agenda 4: Lab monitoring**

**Resolution:**

Respective lab incharges were told to take rounds in their labs and ensure cleanliness.

**Agenda 5: Regular and smooth conduct of lectures and practicals**

Staff was told to ensure regular and smooth conduct of lectures and practicals as per given timetable. Also, staffs were told to prepare individual timetable and lecture plan for respective subjects. Staff was asked to maintain regular attendance from 15<sup>th</sup> June 2018 in student attendance sheets.

**Agenda 6: Value-added /Added on courses:**

**Resolution:**

Faculty was told to study the syllabus allotted to them in regard of conduct of added on /value- added courses and prepare the list of courses applicable to their respective subjects.

**Agenda 7: BCUD update**

**Resolution:**

All staff was told to update their individual BCUD account for the purpose of generating annual report.

**Agenda 8: Research grants/projects**


**Resolution:**

Staff was told to apply for research grants/projects under DST/CSIR/AICTE.

**Closing remarks**

The chairperson concluded the meeting, highlighting to initiate and motivate the process for participation in international conference and in research projects.



  
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Principal

I have read and confirmed the minutes of weekly meeting held on date: 07/05/18

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1.	Dr. Potnis V. V	Professor	Vipalnis
2.	Mr. Kale. A. D.	Assst.Prof	Kale
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