

Samarth Educational Trust
SAWKAR HOMOEOPATHIC MEDICAL COLLEGE, SATARA
AM 1/1 Additional MIDC, Degaon Road, Satara 415004
Email: hmcsatara@gmail.com Website: www.sawkarhmc.com

SUMMARY OF MINUTES OF MEETING: YEAR 2022

COLLEGE COUNCIL/ APEX COMMITTEE

No	Date	Issues Discussed	Remarks
1	03/06/2022	<ol style="list-style-type: none"> 1. Conduction of Pre Lim Exam. 3rd & 4th BHMS 2. Paper setting 3. Time table, seating arrangement etc. 	<p>Dates 15/06/22 to 20/06/2022 Responsibility of HOD, to be submitted before 10/06/22 April 2022</p> <p>Confirmed</p>
2	02/11/2022	<ol style="list-style-type: none"> 1. Confirming proceeding of previous meeting. 2. Prelim Exam of Winter appearing batch 3. Theory and Clinics attendance 4. Paper setting of Examination. 5. Seating arrangements and Timetable 	<p>Confirmed</p> <p>From 14/11/22 onwards Review taken. Report submitted to Principal To be completed up to 10/11/22 To be prepared by Exam In charge.</p>

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No	Date	Issues Discussed	Remarks
1	21/03/2023	<ol style="list-style-type: none"> 1. Forthcoming NCH & MUHS Inspection. 2. Requirement of various departments. 3. NSS camp. 4. Preliminary Examination-Summer 2023. 5. Advance Teaching Plan 	<p>Review of preparation according to respective proforma Requirements to be submitted by HODs.</p> <p>Dates: 24 March to 30 March</p> <p>Dates: 11/04/2023 onwards.</p> <p>Review of previous year & Directions for next year.</p>
2	08/07/2023	<ol style="list-style-type: none"> 1. MUHS Viva Summer 23. 2. Departmental attendance register of Teachers. 3. Preparation of New Timetable. 4. Terminal Examinations. 5. Paper setting. 	<p>Planning of Viva arrangements and adjustments of other lectures and practicals accordingly.</p> <p>Review of the register taken.</p> <p>Discussion with academic in charges and implementation from 01/09/2023.</p> <p>Dates: 17/07/2023 onwards.</p>

		<p>6. Teaching Plan.</p> <p>7. SLOs as per CBDC</p>	<p>Papers to be submitted to In charge before 10/07/2023.</p> <p>Review of New ATP prepared.</p> <p>Individual Lesson Plans to be prepared esp. for I BHMS which will include SLOs.</p>
3	09/09/2023	<p>1. Prelim Exam.</p> <p>2. Academic Calendar.</p> <p>3. Syllabus Review.</p> <p>4. Review of Students Attendance.</p> <p>5. SLOs</p> <p>6. Slow and Advance Learners</p>	<p>Discussion of Dates for Winter appearing Batch. Year wise discussion and Directions given.</p> <p>Review of Syllabus covered so far.</p> <p>Review taken from respective HODs.</p> <p>Discussion regarding framing SLOs under different topics in Lesson plan.</p> <p>Discussion about its criteria and action to be taken accordingly.</p>