

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 BHMS2. Paper setting 3. Time table, seating arrangement etc.	Dates 15/06/22 to 20/06/2022 Responsibility of HOD, to be submitted before 10/06/22 April 2022 Confirmed
2	02/11/2022	<ol style="list-style-type: none">1. Confirming proceeding of previous meeting.2. Prelim Exam of Winter appearing batch3. Theory and Clinics attendance 4. Paper setting of Examination. 5. Seating arrangements and Timetable	Confirmed 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.

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SUMMARY OF MINUTES OF MEETING: YEAR 2023

COLLEGE COUNCIL/ APEX COMMITTEE

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>

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SUMMARY OF MINUTES OF MEETING: YEAR 2024

COLLEGE COUNCIL/ APEX COMMITTEE

No	Date	Issues Discussed	Remarks
1	24/02/2024	<ol style="list-style-type: none"> 1. NCH Inspection. 2. Interdepartmental activities 3. Slow, advance learners 4. Internal Examination 5. Lesson planning, ATP 6. Preliminary Examination 7. Internal Assessment 8. Tutorial, Seminars 9. OSCE, OSPE 10. Time table, seating arrangement etc. 	<p>Review of preparations taken.</p> <p>Batches and Schedule discussed. Thorough discussion done.</p> <p>Time table prepared.</p> <p>Discussion about preparing Lesson Plan, ATP done.</p> <p>Time Table Prepared.</p> <p>Formative and Summative assessment discussed.</p> <p>Discussion about Winter 24 and Summer 25 batch.</p> <p>Discussion about how to conduct.</p> <p>Time table prepared.</p>
2	02/07/2024	<ol style="list-style-type: none"> 1. MUHS Theory Examination. 2. QCI Inspection 	<p>Supervision, Time table discussed.</p> <p>Records verified. submitted to Principal</p>

		<p>3. MUHS practical Examination</p> <p>4. Academic Calender</p> <p>5. Internal assessment</p> <p>6. Teaching plan, lesson plan as per CBDC</p>	<p>To be completed up to 10/11/22 Timetable to be prepared by Exam In charge.</p> <p>To be prepared jointly by all academic Incharge.</p> <p>Review taken. Discussion done.</p>
3	17/12/2024	<p>1. Review of Syllabus completed</p> <p>2. Winter 24 Prelim Exam</p> <p>3. Website upgradation</p> <p>4. Academic calender and Internal Exam</p> <p>5. Teachers Evaluation</p> <p>6. Internal assessment</p> <p>7. Departmental verification</p>	<p>Review taken.</p> <p>Discussion done. Respective points discussed.</p> <p>Time table prepared. Question paper formats discussed.</p> <p>Proforma, points discussed.</p> <p>OSCE, OSPE discussed. Schedule and time table decided.</p>