

Shri B.S.S.)



**DR. S.P.PATIL AYUR. MEDICAL COLLEGE &
RESEARCH CENTER CARE HOSPITAL**



Recognised by Govt. of India (AYUSH) NCISM, New Delhi, Govt. of Maha. & Affiliated to MUHS, Navik

Shri B S S Campus, KOROCHI-ICHALKARANJI, Tal. Hatkanangale, Dist. Kolhapur (Maharashtra) 416109

Ph.No. 9511317111, 8626008888, Email : sppatilayurved.college2020@gmail.com, website : www.shribssayurvedic.in

Ref. No.

Date: 2/4/2026

ACADEMIC COMMITTEE
MEETING NOTICE

Meeting No.: 02 (Academic Year 2026)

Notice Date: 02/04/2026

Meeting Date: 05/04/2026

Time: 11:00 AM

Venue: Meeting hall

Agenda

1. Planning of **1st Internal Examination – I BAMS**
2. Planning of **2nd Internal Examination – II BAMS**
3. Preparation for **University Final Oral (Viva) Examination**
4. Review of **Syllabus Completion Status**
5. Preparation of **Question Papers & Evaluation Scheme**
6. Allocation of **Invigilation Duties**
7. Preparation of **Practical & Viva Records**
8. Review of **Student Attendance & Eligibility**
9. Instructions for **Exam Documentation & Confidential Work**
10. Any other subject with permission of the Chair

Co-ordinator,
Academic committee

Dr. Sandesh Arekar



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Ph.No. 9511317111, 8626008888, Email : sspatilayurvedcollege2020@gmail.com, website : www.shribssayurvedic.in

Ref. No.

Date: / /

ACADEMIC COMMITTEE PROCEEDINGS OF MEETING

Meeting No.: 02 (Academic Year 2026)

Meeting Date: 05/04/2026

Time: 11:00 AM

Venue: Meeting hall

Proceedings

The meeting was held under the chairmanship of the Principal to plan upcoming examinations.

1. Internal Examination Planning

- It was decided to conduct:
 - **1st Internal Exam – I BAMS**
 - **2nd Internal Exam – II BAMS**
- Schedule finalized from **13/04/2026**

2. University Oral (Viva) Examination

- University **Final Oral/Viva Exams** scheduled from **23/04/2026**
- Departments instructed to:
 - Prepare practical & viva records
 - Ensure student readiness

3. Syllabus Completion

- All departments confirmed **completion of syllabus**
- Revision classes to be conducted before exams

4. Question Paper Preparation

- Faculty assigned for:
 - Question paper setting
 - Moderation
- Confidentiality to be strictly maintained

5. Evaluation & Marking Scheme

- Standard marking scheme to be followed
- Timely evaluation ensured



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6. Invigilation Duties

- Duty chart prepared and approved
- Faculty instructed to follow discipline

7. Practical & Viva Preparation

- Students instructed to:
 - Complete journals
 - Revise practicals
- Departments to conduct mock viva

8. Attendance & Eligibility

- Attendance reviewed
- List of eligible students finalized

9. Exam Documentation

- Instructions given for:
 - Attendance sheets
 - Answer books
 - Result records
- Proper documentation emphasized for inspection

Conclusion

The meeting concluded with instructions to ensure **smooth, transparent, and disciplined conduct of examinations.**

Co-ordinator,
Academic committee

Dr. Sandesh Arekar





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Date: / /

ACTION TAKEN REPORT (ATR)

Meeting No.: 02 (AY 2026)

Sr. No.	Resolution	Action Taken	Status
1	Internal exam planning	Exam schedule prepared (from 13/04/2026)	Completed
2	University viva preparation	Departments prepared records & students	In Progress
3	Syllabus completion	Completed in all departments	Completed
4	Question paper setting	Papers prepared & moderated	Completed
5	Evaluation process	Guidelines circulated	Completed
6	Invigilation duties	Duty chart implemented	Completed
7	Practical preparation	Mock viva conducted	In Progress
8	Attendance eligibility	Eligible students list finalized	Completed
9	Documentation	Exam records prepared	Ongoing

Remarks

The committee ensured **effective exam planning, proper documentation, and student readiness** in accordance with NCISM guidelines.

Co-ordinator,
Academic committee

Dr. Sandesh Arekar



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UNIVERSITY FINAL VIVA / ORAL EXAM PREPARATION CHECKLIST

(From 23/04/2026)

A. Student Preparation

- ✓ Completed practical journals
- ✓ Revision of:
 - Important topics
 - Viva questions
- ✓ Dress code (apron, ID card)

B. Department Preparation

- ✓ Practical records verified
- ✓ Instruments & specimens ready
- ✓ Charts/models displayed

C. Documentation (VERY IMPORTANT)

- ✓ Attendance sheets
- ✓ Mark lists
- ✓ Practical record registers
- ✓ University communication letters

D. Examination Hall Arrangement

- ✓ Clean & व्यवस्थित lab setup
- ✓ Seating arrangement
- ✓ Display of department name





E. Faculty Responsibility

- ✓ Be present before exam
- ✓ Assist external examiner
- ✓ Maintain discipline

F. Common Viva Questions Practice (Example)

◆ Rasashastra:

- What is Kajjali?
- Define Śhodhana

◆ Dravyaguna:

- Identify drug sample
- Properties & uses

Co-ordinator,
Academic committee

Dr. Sandesh Arekar



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Shri B.S.S. Campus, KOROCHI-CHALKARANJI Tal. Halkarni-gate Dist. Kolhapur, Maha. 416170
Ph No. 9511317111, 8626008888. E-mail: s.p.patilayurvedicscollege2020@gmail.com website: www.shribssayurveda.org

Ref. No.

Date 25/01/2026

ACADEMIC COMMITTEE

MEETING NOTICE -01--2026

Meeting No.: 01 --2026
Notice Date: 11/01/2026
Meeting Date: **15/01/2026**
Time: 11:00 AM
Venue: Meeting hall

Agenda

1. Review of previous ATR of Meeting
2. **Reconstitution of academic committee due to change in members**
3. Review of Syllabus Completion (Mid-Term)
4. Result Analysis of Internal Examination
5. Review of Non-Lecture Activities Documentation (NCISM)
6. Planning for University Examination Preparation
7. Any other subject with permission of Chair

Co-ordinator,
Academic committee

Dr. Sandesh Arekar





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Shri B.S.S. Campus, KOROCHI-ICHALKARANJI Tal. Hatkanangale Dist. Kolhapur (Maha.) Pin-416100
Ph.No. 9511317111, 8626008888, Email: sppatilayurvedcollege2020@gmail.com, website: www.shrispatalayurvedic.edu



Ref No

Date 25/01/2026

ACADEMIC COMMITTEE PROCEEDINGS OF MEETING-01-2026

Meeting No.: 01-2026

Meeting Date: 25/01/2026

Time: 11:00 AM

Venue: Meeting hall

Proceedings

The meeting was conducted under the chairmanship of the Principal. The following discussions and decisions were made:

1. Review of previous ATR Meeting

- Previous actions were reviewed.
- Remedial classes and documentation were in progress.

2. Reconstitution of Academic committee

- The chairperson informed to the members about the reconstitution of the committee due to changes in members.
- The revised composition of the committee will be issued separately through an official order.

3. Syllabus Completion (Mid-Term)

- Departments reported 60–70% syllabus completion.
- Instructions:
 - Complete remaining syllabus on time
 - Conduct revision sessions

4. Result Analysis (Important NCISM Point)

- Internal exam results analyzed:
 - High performers identified
 - Slow learners listed

Decision:

- Provide targeted academic support
- Improve weak subject areas





Ref. No.

Date

5. Student Feedback Review

- Feedback collected on:
 - Teaching methods
 - Clarity of concepts

Findings:

- Students preferred:
 - PPT-based teaching
 - Practical demonstrations

Action:

Encourage ICT-based teaching

6. Non-Lecture Activities Documentation

- Verified:
 - Rasashastra activities
 - Student assignments
 - Photos & reports

Suggestion:

- Improve documentation quality

7. University Exam Preparation

- Plan discussed:
 - Revision schedule

8. ICT-Based Teaching

- Faculty advised to increase:
 - Use of PPT
 - Audio-visual aids
 - Model question papers



Conclusion

The meeting concluded with emphasis on **result improvement, feedback utilization, and timely syllabus completion.**

Co-ordinator,

Academic committee


Dr. Sandesh Arekar



ACADEMIC COMMITTEE

Reconstitution order of Academic committee

Sr. No.	Name	Designation in Committee	Official Designation
1	Dr. Pramodini Patil	Chairperson	Principal
2	Dr. Sandesh Arekar	Member	Co-ordinator
3	Dr. Simran Mulla	Member	Academic Incharge
4	Dr. Rabiya Shiragave	Member	Academic Incharge
5	Dr. Rahul Pawar	Member	HOD – Rasashastra
6	Dr. Nikhil Patil	Member	HOD – Dravyaguna
7	Dr. Pooja Deshamukh	Member	HOD – Rog nidan
8	Dr. Ranjit Patil	Member	HOD – Swasthavritta
9	Dr. Pranit Patil	Member Secretary	Senior Faculty
10	Dr. Prashant Chavan	Member	IQAC Coordinator
11	Dr. Simran Mulla	Member	Examination Incharge

Principal

Dr. Pramodini Patil



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Ref. No.

Date : / /

ACTION TAKEN REPORT (ATR) – MEETING NO. 01-2026

Sr. No.	Resolution	Action Taken	Status
1	Review OF previous meeting	Verified	Completed
2	Syllabus completion	Departments instructed for completion	Ongoing
3	Result analysis	Weak students identified	Completed
4	Student feedback	ICT methods increased	Ongoing
5	Remedial classes	Conducted regularly	Ongoing
6	Non-lecture documentation	Records verified & improved	Ongoing
7	Exam preparation	Revision plan implemented	In Progress
8	ICT teaching	Faculty using PPTs/videos	Ongoing

Remarks

Focus on **academic improvement, student performance, and documentation quality** as per NCISM norms.

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Academic committee

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ATTENDANCE SHEET

Meeting No.: 01-2026
Meeting Date: 25/01/2026
Time: 11:00 AM
Venue: Meeting hall

Sr. No.	Name
1	Dr. Pramodini Patil
2	Dr. Sandesh Arekar
3	Dr. Simran Mulla
4	Dr. Rabiya Shiragave
5	Dr. Rahul Pawar
6	Dr. Nikhil Patil
7	Dr. Pooja Deshamukh
8	Dr. Ranjit Patil
9	Dr. Pranit Patil
10	Dr. Prashant Chavan
11	Dr. Simran Mulla

Co-ordinator,
Academic committee

Dr. Sandesh Arekar

