



**Shellino Education Society's
Arunamai College of Pharmacy**

Mamurabad, Jalgaon – 425001, MS, India.



Nanasaheb R.G.Patil
(President)
Office: ☎ 9403710774/9403739090
Visit Us: <http://www.acopmamurabad.com>

Dr. S.D.Barhate
(Principal)
Mob- 09890608680
Email:- jalpharmaedu@gmail.com

NOTICE

**Internal Examination Committee
(B. Pharm. & M. Pharmacy Programme)
(AY 2026-2027)**

Date: 27 June 2026

All Proposed members of the **Internal Examination Committee** are hereby informed that a meeting has been scheduled as per the details given below.

Date: 30 June 2026

Time: 11.00 am

Venue: Meeting Hall, SES, Arunamai College of Pharmacy, Mamurabad, Jalgaon.

Agenda:

1. Constitution and approval of the Internal Examination Committee for the B. Pharm. and M. Pharmacy Programme.
2. Discussion on the roles, responsibilities, and functioning of the committee.
3. Planning and approval of the sessional examination. Discussion on the conduct, monitoring and evaluation of internal examinations in accordance with PCI Regulations, University Ordinances, and NEP-2020 guidelines.
4. Any other matter with the permission of the Chair.

All committee members are requested to attend the meeting punctually.


Chairman
Dr. S. D. Barhate
PRINCIPAL
Shellino Education Society's
Arunamai College of Pharmacy
Mamurabad, Tal. Dist. Jalgaon



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**Minutes of Meeting
Internal Examination Committee
(B. Pharm. & M. Pharmacy Programme)
(AY 2026-2027)**

MEETING INFORMATION SHEET

Meeting No-01

Particulars	Details
Meeting No.	01
Committee	Internal Examination Committee
Purpose	Constitution of the Internal Examination Committee
Academic Year	2026-27
Date	30 June 2026
Time	11.00 AM
Venue	Meeting Hall, SES, Arunamai College of Pharmacy, Mamurabad, Jalgaon
Chairperson	Dr. S. D. Barhate
Member Secretary	Dr. K. R. Patil



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Meeting No: 01
Meeting Title: Constitution of the Internal Examination Committee
Date: 30 June 2026
Time: 11.00 am
Venue: Meeting Hall, SES, Arunamai College of Pharmacy, Mamurabad, Jalgaon.
Chairperson: Dr. S. D. Barhate, Principal
Members Present:

Sr. No.	Name	Designation	Signature
1	Dr. S. D. Barhate	Chairperson (Principal)	
2	Dr. K. R. Patil	Member Secretary	
3	Dr. N. B. Chaudhari	Member	
4	Mr. S. N. Patil	Member	
5	Mr. M. A. Chaudhari	Member	
6	Mr. G. S. Patil	Member	
7	Dr. T. D. Fegade	Examination Cell In-charge	

Agenda:

1. Constitution of the Internal Examination Committee for B. Pharm. and M. Pharmacy Programme.
2. Discussion on the roles, responsibilities, and functioning of the committee.
3. Planning of sessional examination activities in accordance with PCI regulations, University Ordinances, and NEP-2020 guidelines.
4. Any other matter with the permission of the Chair.

Proceedings and Resolutions:

Agenda 1: Constitution of the Internal Examination Committee for B. Pharm. and M. Pharmacy Programme.

Proceedings:

The meeting commenced with the permission of the Chairperson. The Chairperson welcomed all members and emphasized the importance of maintaining a transparent, fair, and outcome-based internal examination system to ensure academic quality and regulatory compliance.

The Principal, in consultation with the Heads of Departments, presented the proposed constitution of the Internal Examination Committee for the B. Pharm. and M. Pharmacy



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programmes. The proposed composition was reviewed by the members and unanimously approved.

Resolution:

The committee unanimously resolved that the Internal Examination Committee for the B. Pharm. and M. Pharmacy programmes be constituted with the approved members under the chairmanship of the Principal.

Agenda 2: Discussion on the Roles, Responsibilities, and Functioning of the Committee

Proceedings:

The Chairperson explained the roles and responsibilities of each committee member and highlighted the need for coordinated efforts in planning, conducting, monitoring, evaluating, and improving all internal examination activities. The committee also discussed the importance of maintaining transparency in evaluation, ensuring timely declaration of internal assessment marks, addressing student grievances promptly, and maintaining proper documentation of all examination-related records.

Resolutions:

The committee unanimously resolved that:

1. The committee shall meet before every sessional examination, before the End-Semester Examination, and additionally whenever required.
2. Transparency in evaluation and timely declaration of internal assessment marks shall be ensured.
3. Student grievances related to internal examinations shall be addressed promptly and fairly.
4. Proper records, reports, and minutes of committee meetings shall be maintained.
5. The committee shall recommend suitable quality improvement initiatives for strengthening the internal examination system.

Agenda 3: Planning of Sessional Examination Activities in Accordance with PCI Regulations University Ordinances and NEP-2020 Guidelines

Proceedings:

The committee deliberated on the assessment framework and agreed that all sessional examinations shall be planned and conducted in accordance with the guidelines of the Pharmacy Council of India (PCI), University Ordinances, and the National Education Policy (NEP-2020). The members also discussed the preparation and implementation of the sessional examination schedule, monitoring of question papers to ensure quality, confidentiality, and alignment with Course Outcomes (COs) and Programme Outcomes



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(POs), continuous assessment of theory and practical courses, seminars, projects, and internships, and timely review of sessional marks before submission to the University.

Resolutions:

The committee unanimously resolved that:

1. The sessional examination schedule shall be prepared, reviewed, and implemented for all semesters.
2. Question papers shall be monitored to ensure quality, uniformity, confidentiality, and alignment with Course Outcomes (COs) and Programme Outcomes (POs).
3. Continuous assessment of theory, practicals, seminars, projects, and internships shall be monitored effectively.
4. All sessional examination processes shall comply with PCI regulations, University Ordinances, and NEP-2020 guidelines.
5. Sessional examination marks shall be reviewed and finalized before submission to the University.

Agenda 4: Any Other Matter with the Permission of the Chairperson.

Proceedings:

With the permission of the Chairperson, the members discussed the need for continuous improvement in examination practices. It was agreed that the committee should undertake additional examination-related responsibilities assigned by the Principal to ensure the smooth conduct of examinations and continuous enhancement of the examination system.

Resolution:

The committee unanimously resolved that the Internal Examination Committee shall undertake any additional examination-related responsibilities assigned by the Principal from time to time in the interest of effective examination management and quality assurance.

Vote of Thanks:

The Member Secretary expressed sincere gratitude to the Chairperson and all committee members for their valuable suggestions, guidance, and active participation. As there was no further business to transact, the meeting concluded with a vote of thanks to the Chair.


Chairman
PRINCIPAL
Dr. S.D. Barhate
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NOTICE

Internal Examination Committee (B. Pharm. & M. Pharmacy Programme) (AY 2026-2027)

Date: 22 July 2026

All members of the Internal Examination Committee are hereby informed that a meeting has been scheduled as per the details given below.

Date: 24 July 2026

Time: 11.00 am

Venue: Meeting Hall, SES, Arunamai College of Pharmacy, Mamurabad, Jalgaon

Agenda:

1. Planning and arrangements for the Upcoming First Sessional Examination for odd Semesters.
2. Review and implementation of the First Sessional Examination timeline for all odd semesters
3. Discussion on question papers to ensure quality, confidentiality, uniformity, and alignment with Course Outcomes (COs), Program Outcomes (POs)
4. Ensuring compliance of sessional examination with PCI Regulations, University Ordinances, and NEP-2020 guidelines.
5. Maintenance of examination records, reports, and minutes of committee meetings
6. Mechanism for timely redressal of student grievances related to sessional examination.
7. Review and finalization of sessional examination marks before submission to the University
8. Any other examination-related matter with the permission of the Chair.

All committee members are requested to attend the meeting on time.


Chairman
Principal
Dr. S.D. Barhate
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Minutes of Meeting

Internal Examination Committee

(B. Pharm. & M. Pharmacy Programme)

(AY 2026-2027)

MEETING INFORMATION SHEET

Meeting No-02

Particulars	Details
Meeting No.	02
Committee	Internal Examination Committee
Purpose	Planning and arrangements for the forthcoming First Sessional Examination for odd semesters.
Academic Year	2026-27
Date	24 July 2026
Time	11.00 AM
Venue	Meeting Hall, SES, Arunamai College of Pharmacy, Mamurabad, Jalgaon
Chairperson	Dr. S. D. Barhate
Member Secretary	Dr. K. R. Patil



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(Principal)

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Meeting No: 02
Meeting Title: Planning and arrangements for the forthcoming First Sessional Examination for odd semesters.
Date: 24 June 2026
Time: 11.00 am
Venue: Meeting Hall, SES, Arunamai College of Pharmacy, Mamurabad, Jalgaon.
Chairperson: Dr. S. D. Barhate, Principal
Members Present:

Sr. No.	Name	Designation	Signature
1	Dr. S. D. Barhate	Chairperson (Principal)	
2	Dr. K. R. Patil	Member Secretary	
3	Dr. N. B. Chaudhari	Member	
4	Mr. S. N. Patil	Member	
5	Mr. M. A. Chaudhari	Member	
6	Mr. G. S. Patil	Member	
7	Dr. T. D. Fegade	Examination Cell In-charge	

Agenda:

1. Planning and arrangements for the forthcoming First Sessional Examination for all odd semesters.
2. Review and implementation of the First Sessional Examination timeline
3. Discussion on question papers to ensure quality, confidentiality, uniformity, and alignment with Course Outcomes (COs), Program Outcomes (POs)
4. Ensuring compliance of sessional examination with PCI Regulations, University Ordinances, and NEP-2020 guidelines.
5. Maintenance of examination records, reports, and minutes of committee meetings
6. Mechanism for timely redressal of student grievances related to internal assessment.
7. Review and finalization of sessional examination marks before submission to the University
8. Any other examination-related matter with the permission of the Chair.

Proceedings and Resolutions:

Agenda 1& 2: Planning and Arrangements for the Forthcoming Sessional Examination



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Proceedings:

The Chairperson reviewed the preparedness of all departments for the First Sessional Examination. Discussions were held regarding the examination timetable, seating arrangements, invigilation duties, and availability of examination halls, printing of question papers, answer books, and maintenance of confidentiality throughout the examination process.

Resolution:

The committee approved the examination arrangements and authorized the Examination Cell to issue the final examination timetable, invigilation duty chart, and seating plan. All departments shall complete the necessary preparations before the commencement of the examination.

Agenda 3: Discussion on Question Papers

Proceedings:

The committee discussed the importance of maintaining quality, confidentiality, and uniformity in question papers. Members emphasized aligning question papers with Course Outcomes (COs), Program Outcomes (POs), and appropriate cognitive levels.

Resolution:

It was resolved that every question paper shall monitor before printing. Monitoring shall ensure proper syllabus coverage, balanced difficulty level, outcome-based assessment, and confidentiality.

Agenda 4: Ensuring Compliance with PCI Regulations, University Ordinances, and NEP-2020

Guidelines

Proceedings:

The committee reviewed the applicable PCI Regulations, University Ordinances, and NEP-2020 provisions related to internal assessment and examination practices.

Resolution:

All departments shall strictly comply with the prescribed regulations while preparing question papers, conducting examinations, evaluating answer scripts, and awarding sessional examination marks.

Agenda 5: Maintenance of Examination Records, Reports, and Minutes

Proceedings:

The committee discussed systematic documentation of examination records for transparency, audit purposes, and statutory compliance.

Resolution:

The Examination Cell shall maintain all examination records, attendance sheets, mark registers, committee proceedings, and minutes in both physical and digital formats.



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Agenda 6: Mechanism for Timely Redressal of Student Grievances

Proceedings:

The committee deliberated on providing an effective and transparent grievance redressal mechanism for students regarding sessional examinations.

Resolution:

Departments shall address student grievances promptly through the Internal Examination Committee. Genuine grievances shall be resolved after verification within the stipulated timeframe.

Agenda 7: Review and Finalization of Internal Assessment Marks Before Submission to the University

Proceedings:

The committee discussed the verification process for sessional examination marks to eliminate discrepancies before submission to the University.

Resolution:

The committee verify and authenticate all internal assessment records before forwarding them to the Examination Cell. The committee shall review the consolidated marks prior to University submission.

Agenda 8: Any Other Examination-related Matter with the Permission of the Chair

Proceedings:

The Chairperson instructed all committee members to maintain strict confidentiality, discipline, punctuality, and fairness during all examination activities. Members were reminded to perform examination-related responsibilities efficiently and in accordance with institutional policies.

Resolution:

The committee resolved that any additional examination-related duties assigned by the Principal shall be carried out promptly. The meeting concluded with a vote of thanks to the Chair.

Chairman

Dr. S. D. Barhate

PRINCIPAL

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