



## **KC Group of Institutes Pandoga, Himachal Pradesh**

### **MINUTES OF MEETING**

**Meeting Date:** 09/03/2026

**Chairperson:** Er. Abhinandan Sharma

**Meeting place:** Principal office

**Organization:** KC Polytechnic , Pandoga Himachal Pradesh

A meeting was conducted by the Principal Sir with all the staff members of the Polytechnic Department to discuss the academic progress of the current session. The main agenda of the meeting was to review the completion of syllabus, preparation for Class Test-1, and assignments for students.

#### **Members Present:**

1. Er. Abhinandan Sharma – Principal
2. Ms. Vrinda Sharma – H.O.D Applied Science
3. Er. Madhu – H.O.D Computer Science Engineering
4. Er. Gaurav – H.O.D Electrical Engineering
5. Er. Deepak – H.O.D Civil Engineering
6. Er. Isha Saini
7. Ms. Meena
8. Ms. Rimpa
9. Ms. Anjali
10. Ms. Priyanka
11. Ms. Diya
12. Ms. Divya Thakur

## **Agenda of the Meeting :**

### **1. Review of Syllabus Completion**

The Principal asked the faculty members to present the current status of syllabus completion in their respective subjects. Each teacher informed about the topics that had been covered so far in their classes.

Most of the faculty members reported that the syllabus was being completed according to the academic schedule. The Principal advised the teachers to ensure that the remaining syllabus is completed on time and that important topics are explained clearly to the students.

### **2. Discussion on Class Test–1**

The Principal discussed the preparation for Class Test–1. He instructed the faculty members to prepare the question papers based on the syllabus covered till now.

It was decided that the Class Test–1 should be conducted as per the academic calendar. Teachers were advised to evaluate the answer sheets on time and provide feedback to students so that they can improve their performance.

### **3. Preparation of Assignments**

The Principal also instructed the faculty members to prepare assignments for each subject. He suggested that at least one or two assignments should be given to students so that they can practice the topics taught in class.

Teachers were asked to clearly explain the assignment topics and provide a proper deadline for submission. The assignments should help students improve their understanding of the subject.

### **4. Instructions from the Principal**

The Principal emphasized the importance of maintaining proper academic records such as attendance, syllabus progress, test marks, and assignment submissions. He encouraged the teachers to guide and motivate students to attend classes regularly and complete their academic work on time.

### **5. Conclusion**

At the end of the meeting, the Principal appreciated the efforts of the staff members and instructed everyone to work sincerely for the academic improvement of the students. All faculty members agreed to follow the instructions and ensure timely completion of syllabus, proper conduct of Class Test–1, and submission of assignments.

## Syllabus Completion Report

Sr. No.	Faculty Name	Sem.	Subject Name	Syllabus Completed In Units	Percentage of Syllabus Completed	Signature
1	Er. Madhu	4 <sup>th</sup>	DSA	Unit 1 , Unit 2	40%	
			AI	Unit 1 , Unit 2	40%	
			WC	Unit 1, Unit 2	40%	
2	Er. Isha Saini	6 <sup>th</sup>	DBMS	Unit 1, Unit 2 , Unit 3	50%	
3	Ms. Vrinda	2 <sup>nd</sup>	EVS	Unit 1 , Unit 2	35%	
		6 <sup>th</sup>	IC	Unit 1 , Unit 2 ( Running)	35%	
4	Ms. Meena	2 <sup>nd</sup>	Applied Maths - II	Unit 1 , Unit 2	50%	
		4 <sup>th</sup>	EIKT	Unit 1 , Unit 2	40%	
		6 <sup>th</sup>	E&S	Unit 1 , Unit 2 , Unit 3	50%	
5	Er. Gaurav	4 <sup>th</sup>	IEGS	Unit 1 , Unit 2	40%	
			BMHPP	Unit 1 , Unit 2	40%	
		6 <sup>th</sup>	STT	Unit 1 , Unit 2	50%	
6	Er. Deepak	4 <sup>th</sup>	AS	Unit 1, Unit 2	40%	
			H	Unit 1 , Unit 2	40%	
		6 <sup>th</sup>	DSS	Unit 1 , Unit 2	40%	
			DM	Unit 1 , Unit 2	40%	
7	Ms. Priyanka	2 year	Pharmacology	Chapter 1-10	76%	
		1 <sup>st</sup> Year	Law & Ethics	Syllabus Complete	100%	
			Social Pharmacy	Syllabus Complete	100%	
8	Ms. Anjali	1 <sup>st</sup> Year	HAP	Chapters 1-14	93%	
		2 <sup>nd</sup> Year	Bio Chemistry	Chapters 1-12	92%	
			P' Therapeutics	Chapters 1-13	93%	
			HCP	Chapters 1-12	92%	
9	Ms. Rimpa	1 <sup>st</sup> Year	Pharmaceutics	Chapter 1-6	85%	
10	Ms. Diya	1 <sup>st</sup> Year	Pharmacognosy	Chapters 1-8	66%	
			Pharmaceutical Chemistry	Chapters 1-10	76%	
		2 <sup>nd</sup> Year	Community Pharmacy	Chapters 1-8	66%	

Prepared By :  
Er. Madhu

**Principal**