



Estd : 1989  
NCISM College Code : AYU0153  
MUHS College Code : 3401

NAAC ACCREDITED WITH B++, NABH & ISO 21001:2018 CERTIFIED

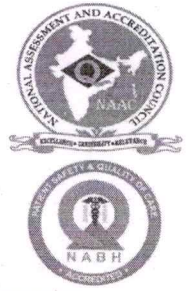
छत्रपती शाहू महाराज शिक्षण संस्था संचलित

# आयुर्वेद महाविद्यालय व रुग्णालय

CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S

## AYURVED MAHAVIDYALAYA & RUGNALAYA

(Recognized by National Commission for Indian System of Medicine, Ministry of AYUSH, Govt. of India, New Delhi & Affiliated to Maharashtra University of Health Sciences, Nashik.)



### Sop's for UG Academic Committee 2024-2025

1. To conduct meetings with different college committees.
2. Regular supervision on practical's and lectures as per time table.
3. To collect list of fast learners and slow learners from all departments and decide policy regarding this.
4. Maintain cleanliness in classroom and audio - visual system.
5. To inform all department to display M.T.P. & A.T.P.
6. Allotment of teacher student guardianship in each year. (Mentor Mentee)
7. Open Book Exam for UG Students.
8. To collect results from concern departments within 15 days after exam.
9. Regular checking of attendance roll call.
10. Checking and signing academic teacher dairy on month end.
11. To Collect ATP from all dept.
12. To Finalize - Annual Events calendar.
13. To Prepare - College Academic Calendar.
14. To Collect Letters from BOS & Academic Members of MUHS.

Incharge



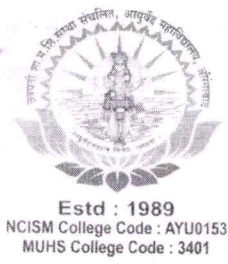
Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's  
Ayurved Mahavidyalaya and Rugnalaya,  
Kanchanwadi, Chhatrapati Sambhajinagar  
Ayurved Mahavidyalaya & Rugnalaya,  
Kanchanwadi, Chhatrapati Sambhajinagar.

Address : Kanchanwadi, Paithan Road, Chhatrapati Sambhajinagar- 431 011. (M.S.) कांचनवाडी, पैठण रोड, छत्रपती संभाजीनगर - ४३१ ०११ (एम.एस.)

Tel.: (0240) 2379248, 2646464, 2379035 Fax : (0240) 2646222.

Email : principal@csmsayurved.com, principalcsmsayurved@gmail.com, Website : www.csmsayurved.com



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आयुर्वेद महाविद्यालय व रुग्णालय

CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S

AYURVED MAHAVIDYALAYA & RUGNALAYA

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Date: 01/06 /2024

To,  
**The Principal,**  
Chhatrapati Shahu Maharaj Shikshan Sanstha's  
Ayurved Mahavidyalaya & Rugnalaya,  
Kanchanwadi, Chhatrapati Sambhajinagar.

**Sub.: Submission of Annual Report-UG Academic Committee**  
(Period 01.06.2023 to 31.05.2024)

**Name of Committee In charge - Dr. Deshmukh Jayashree**  
**Total Meeting taken: 7**

**Proceedings: -**

- 1) Mentor mentee list prepared and distributed to concern departments.
- 2) Regular visit to classrooms for cleanings, ventilation, mike system, drinking water.
- 3) Regular servicing of smart boards & air-conditions.
- 4) List of slow learners & fast learners collected from all departments with remedial coaching for slow & fast learners.
- 5) Review of month wise attendance of all four years are taken periodically.
- 6) Periodic assessment of all three terms are checked.
- 7) Discussion done on selection of electives for new first year.
- 8) Batch wise what's app group are prepared for student's daily attendance.
- 9) Results downloaded from MUHS website and analyzed.
- 10) Students are regularly monitored for dress code and discipline.
- 11) Finalize college academic calendar.
- 12) Regular super vision on practical's and lectures as per time table.
- 13) Discussion with all 2<sup>nd</sup> year HOD's regarding educational tour planning.

Sign with date:  
Committee Incharge



*Jayashree*  
Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's  
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Chhatrapati Shahu Maharaj Shikshan Sanstha  
AYURVED MAHAVIDYALAYA & RUGNALAYA  
Kanchanwadi, Aurangabad.

**U.G. Academic Co-ordination Committee**

**MEETING REGISTER**

Year: 2021 Onwards

Chhatrapati Shahu Maharaj Shikshan Sanstha's  
**Ayurved Mahavidyalaya and Rugnalaya**  
Kanchanwadi, Aurangabad.



**CERTIFICATE**

This is to certify that,

This is the **Department of Prasuti Tantra & Streeroga**  
**UG Academic Co-ordination Committee Meeting Register** of  
Chhatrapati Shahu Maharaj Shikshan Sanstha's Ayurved  
Mahavidyalaya & Rugnalaya, Kanchanwadi, and Aurangabad.

Hence certified



  
Principal

**CSMSS Ayurved Mahavidyalaya & Rugnalaya**  
**Kanchanwadi, Aurangabad**

**PRINCIPAL**

Chhatrapati Shahu Maharaj Shikshan Sanstha's  
Ayurved Mahavidyalaya & Rugnalaya,  
Kanchanwadi, Aurangabad.

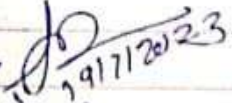
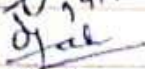


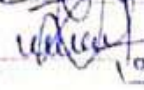
- Agenda :

1. Attendance of students
2. Review of frequently absent students.
3. Identification of slow learners & fast learners.
4. Verification of mentor-mentee forms.
5. Instruction given to all faculties regarding dress code.

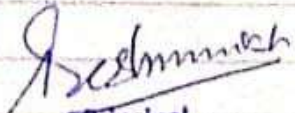
Minutes :

1. Review of monthwise attendance from each year (subjectwise)
2. Instruction given to faculties regarding absent (regularly) students & telephonic discussion done with their parents.
3. What's app group prepared of parents of first year students.
4. Meeting with principal, 3<sup>rd</sup> year exam going students regarding university exams (18/7/23)

Committee Members

1. Dr. Deshmukh J.S. -  19/7/2023
2. Dr. Takale S.M. - 
3. Dr. Dhawale T.S. - 
4. Dr. Sutekar A. - 
5. Dr. Sheikh V.T. -  19/07/2023



  
Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's  
Ayurved Mahavidyalaya & Ragnalaya,  
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Agenda:

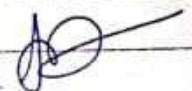
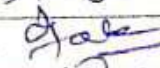
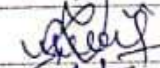
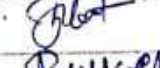
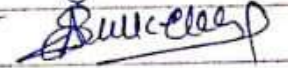
1. Regarding attendance of Amale Batch
2. Awareness for implementation of mentos - mentee scheme
3. Discussion regarding regularly absent students

Minutes:

1. Meeting of all H.O.Ds. of II<sup>nd</sup> yr. faculties.
2. Discussion about mentor-mentee booklet.
3. Booklet prepared & sent to all departments.

Action taken:


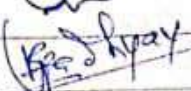
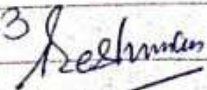
Action taken on Irregular student by giving them two question papers for solving & recitation of shlokas & seminar presentation.

Dr. Deshmukh -   
 Dr. Takale -   
 Dr. Uzma -   
 Dr. Dhawale -   
 Dr. Sulkekar - 

II<sup>nd</sup> year H.O.Ds.

Dr. Ghotankar -  
 Dr. Amle -  
 Dr. Upadhyay R.S -  
 Dr. Puri -  
 Dr. Dabake -  
 Dr. Hingane -



  
  
 18/10/2023  
 Principal 

Agenda:

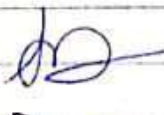
Discussion regarding II<sup>nd</sup> year  
(Amale Batch) Saturday NLH (1.15 to  
2.15 pm)


Minutes:

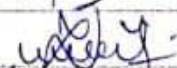
- Discussion with all II<sup>nd</sup> year's H.O.D. regarding NLH Timetable.
- Time table of NLH which is on Saturday having time from 1.15 pm to 2.15 pm is implemented from 2/12/23
- informed office regarding time relaxation of particular staff


Action taken:

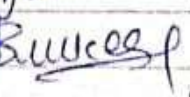
Note prepared regarding time relaxation of the particular staff & Time table attached to note & submitted to office & U.G Academic Committee.

Dr. Deshmukh J.S. 

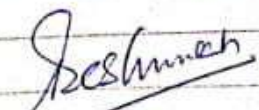
Dr. Takale S. 

Dr. Uzma Shaikh 

Dr. Dhawale T.S. 

Dr. Sultekar A. 



  
Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's  
Ayurved Mahavidyalaya & Rugnalaya,  
Kanchanwadi, Chhatrapati Sambhajnagar.

Meeting no. 4.

15/1/24.

### Agenda:

- Regarding attendance of II<sup>nd</sup> BAMS Anmale Batch
- Discussed about frequently absent students.

### Minutes:

- Discussion about subjectwise attendance of each student & frequently absent students.
- Analysis of attendance of II<sup>nd</sup> yr students (-Anmale Batch)
- ~~It~~

### Action Taken:

- subject wise attendance of December-2023 prepared.
- Telephonic conversation  $\bar{c}$  Parents & students. ~~at~~ regarding frequently absent students.
- Whats app group of II<sup>nd</sup> yr  $\bar{c}$  An sit aff. (Mentor) prepared.

Dr. Deshmukh J.S. - 12/1/2024

Dr. Takale Souila

Dr. Uzma Shaiikh

Dr. Dhawal T.

Dr. Sulketar



*Jeshmukh*  
Principal  
Chhatrapati Shahu Maharaj Shikshan Sanstha's  
Ayurved Mahavidyalaya & Rughalaya,  
Kanchanwadi, Chhatrapati Sambhajinagar.



## Meeting No. - (5)

Agenda -

- Regarding Achaule Batch theory & practical classes.
- Distribution of mentor-mentee.
- Mentor-mentee distribution copy circulate to all department of IV<sup>th</sup> year.
- Arrangement of classroom for Achaule Batch students.

Minutes -

- Distribution of mentor-mentee shif done.
- Distribution of mentor-mentee list given to all dept. of IV<sup>th</sup> year done.
- Arrangement of class-room to Achaule Batch done.
- Theory & practice time table done.

Action taken -

- Distribution of mentor-mentee list given to all dept. of IV<sup>th</sup> year.
- Made arrangement of classroom done.
- Distribution of time table to IV<sup>th</sup> year dept.

Dr. Deshmukh J.S. -

Dr. Takale Savitri -

Dr. Uzma Shaikh -

Dr. Dhawal Tushar S. -

Dr. Sulkekar A.A. -



Principal

Meeting no. (6)

4/4/2024

Agenda:


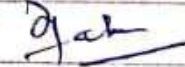

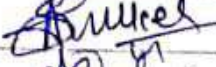

- Regarding attendance of Anale batch.
- Discussion regarding regularly absent student.

minutes:

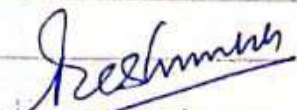
- meeting taken on 4/4/2024 at 10.30 am.
- Discussion done regarding attendance of students.
- also discussion on regularly absent students done.

Action Taken -

- All teacher guardians are informed the absence of their mentee.
- Telephonic conversation done with parents.

Dr. Dashmukh J. S. -   
Dr. Takale S. M. -   
Dr. Dhawali T. S. -   
Dr. Sulkekar. A. -   
Dr. Shaikh. V. V. - 



  
Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's  
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Kanchanwadi, Chhatrapati Sambhajinagar.

Meeting no. (7)

8/5/2024

Agenda:

Regarding Pre-university exams of  
1<sup>st</sup> year (Apolikas Batch)

Minutes:

- All necessary instruction given to  
conduct pre-university exam smoothly.
- Discussion done regarding sitting  
arrangement of students
- Discussion done on remedial  
coaching.

Action:-

- call to all absent student  
& their parents.
- remedial coaching test - tutorials  
to be arranged.

Dr. Dashmukh J. S.

Dr. Takale S.M.

Dr. Dhawali T.S

Dr. Sukekar A.A.

Dr. Shaikh Uzma



Principal

Chhatrapati Shahu Maharaj Shiksha Sanstha's  
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