

ADITYA COLLEGE OF PHARMACY

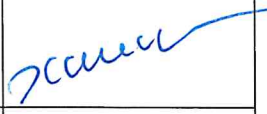


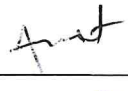
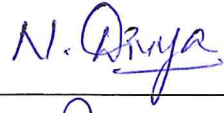



(Affiliated to JNTUK, Approved by AICTE & PCI)
(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt., Ph.9949876664)
Website: www.acop.edu.in, Email: office@acop.edu.in

Date: 05/07/2022

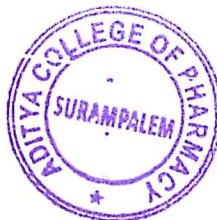
CIRCULAR

All the Staff and Students are hereby informed that **Academic Planning and Monitoring Committee (AP& M Committee)** was formed in the College for the Academic Year **2022-23**. The cell comprises of senior faculty representatives and they respond to Academic planning and monitoring related issues

The Committee was constituted as the following.

S. No.	Name	Designation	Signature
1.	Dr. Ravi Shankar Kakaraparthi	Chairman	
2.	Mrs.. Bondada Vaidehi	Convener	
3.	Mr. K.Venkateswarulu	Member	
4.	Mr. Amit Kumar	Member	
5.	Mrs. N.Divya	Member	
6.	Dr. K. Ramakrishna	Member	
7.	Ms. Yalla Vijaya Durga	Student member	
8.	Mr. Keshab Rungta	Student member	

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SURAMPALEM-533 437

Functions of Academic Planning and Monitoring committee:

The Academic committee with principal and other teaching fraternity has certain powers and additional activities to be implemented, they are as listed below:

- To monitor the daily academic activities of the college.
- To prepare the time-table and monitor academic activity.
- To make necessary and alternative arrangements for academics in case of emergency.
- To plan and carry out the project activities for the students
- To govern the student counseling center etc.
- To plan and execute Parent-Teacher meetings.
- To meet and plan for punctuality in semester academic activities by class teachers.
- To exercise general supervision over the academic work and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.
- To promote research within the institute, acquire reports on such research from time to time.
- To consider matters of academic interest either on its own initiative or at the instance of the Board of Management and to take proper action there on.
- To maintain proper standards of the examinations.
- To suggest measures for departmental coordination.
- To make recommendations to the Board of Management on:
 - Measures for improvement of standards of teaching, training and research.
 - Institution of Scholarships, Medals, Prizes etc.
 - Bye-laws covering the academic functioning of the Academy, discipline, residence,
 - Admissions, examinations, award of fellowships and studentships, concessions, attendance etc.
- To appoint sub committees to advise on such specific matters as may be referred to it by the Board of Management.
- To consider the recommendations of the subcommittees and to take such action (including making of recommendations to the Board of Management) as the circumstances in each case may require.

- To take periodical review of the activities of the Departments/Centers and to take appropriate action (including making of recommendations to the Board of Management) with a view to maintaining and improving the standards of instruction.
- To design plans for training and developmental programs to overcome any academic limitations either by faculty or by students and review the execution of the designed plans


COORDINATOR

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Date: 14/07/2022

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All the members of **Academic Planning and Monitoring Committee (AP& M Committee)** hereby informed the **AP& M Committee meeting** for the Academic Year **2022-23** meeting on 15/07/2022 at 10:00 am headed by the Chairman Dr. K. Ravi Shankar in the Principal Chamber. The cell comprises of senior faculty representatives and they respond to Academic planning and monitoring related issues

The Committee was constituted as the following.

- **Chairman**

- Dr. K.Ravi Shankar, Principal

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- **Convener / Exam In charge**

- Mrs. B.N.B Vaidehi, Convener
9493747698

- **Members**

- Mr. Amit Kumar, Assoc. Prof, Dept of Pharmacy Practice
- Mrs. N.Divya, Assoc. Prof, HOD, Dept of Pharmaceutical Analysis
- Dr. K. Ramakrishna , Assoc. Prof, HOD, Pharmaceutical Chemistry
- Mr.K.Venkateswarulu , Assoc. Prof, Dept of Pharmaceutics
- Ms. Yalla Vijaya Durga, 5th year Pharm.D
- Mr. Keshab Rungta, 4th year, B.Pharm.

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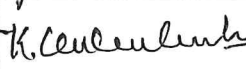
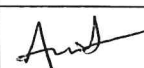
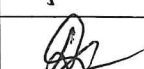
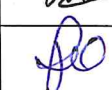

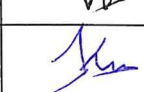
Date 16/07/2022

Minutes of Meeting of Academic Planning and Monitoring Committee Meeting held On

Date 15/07/22

Minutes of the meeting of the Department of Advisory Board of Aditya College of Pharmacy, A.P, Held on 15/07/22 at 10:00 am in the Principal Chamber.

Members Present:

S. No.	Name	Designation	Signature
1.	Dr. Ravi Shankar Kakaraparthu	Chairman	
2.	Mrs. Bondada Vaidehi	Convener	
3.	Mr. K.Venkateswarulu	Member	
4.	Mr. Amit Kumar	Member	
5.	Mrs. N.Divya	Member	
6.	Dr. K. Ramakrishna	Member	
7.	Ms. Yalla Vijaya Durga	Student Member	
8.	Mr. Keshab Rungta, 4 th year, B.Pharm.	Student Member	

The meeting of the Academic Planning and Monitoring Committee (AP& M Committee) commenced with a welcome by Dr.K.Ravi Shankar, the Chairman of the AP& M Committee. The convener Mrs. B.N.B Vaidehi extended her cordial welcome to all the members.

Objectives of the Committee:

1. Draft the academic planning for activities related to calendar events for the upcoming semesters academic year **2022-23** by chairman of the committee and Principal Dr. K. Ravi Shankar

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2. Constitution of time table committee for preparing class and period wise time tables for upcoming even semester class work of **2022-23**
3. To monitor the even semester academic and planning activity. Based on the conclusions plan for the academic activities for odd semester, **2022-23**
4. Revising, monitoring and planning for the upcoming academic curricular and co-curricular activities through constitutes for the academic year 2022-23

Duties and Responsibilities:

1. To mainly involved to monitor the daily, weekly and monthly academic activities of the college and make necessary changes of the academic activates for upcoming even semester class work, **2022-23**
2. Monitoring the day to day period wise time table monitoring alternative adjustment of class work in the case of faculties on leave for upcoming even semesters, **2022-23**
3. Implementation of academic calendar and academic activities through various committees mentioned above in even semester, **2022-23**

Activities

Important points discussed in this meeting are summarized below:

1. AP& M Committee Convener Mrs. B.N.B Vaidehi initiated the meeting by appreciating the participation of all members and welcomed all of them in AP& M Committee.
2. Important points discussed regarding the commencement of coursework, mid exams, lab internal exams their tentative dates as per JNTUK rules and **R13** and **R16** regulations. Fixed the tentative dates for the upcoming even semester exams of academic session **2022-23**
3. Discussed about the student counseling centre and execution parent teacher meeting
4. Discussed about the appointment of class teachers to the respective classes.
5. Discussed about the allotment of faculties as project guide for the Final year B.Pharm Students.
6. To conduct national conference and various value added and hands on training courses.

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Composition of the Academic Planning and Monitoring Committee

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1.	Dr. Ravi Shankar Kakaraparthi	Chairman
2.	Mrs. Bondada Vaidehi	Convener
3.	Mr.K.Venkateswarulu	Member
4.	Mr. Amit Kumar	Member
5.	Mrs. N.Divya	Member
6.	Dr. K. Ramakrishna	Member
7.	Ms. Yalla Vijaya Durga	Student Member
8.	Mr. Keshab Rungta, 4 th year, B.Pharm.	Student Member



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