

**Minutes of Meeting of Academic Planning &
Implementation Committee**

2019-20

1.

Staff Meeting **1** 4/6/19

AGENDA

1. Commencement of academic year / course
2. Submission of lesson plans
3. Formation of committees
4. Instructions to maintain discipline

MINUTES

- * With Dr. K. Padmalatha, Principal in the chair the points as in the agenda are discussed and the resolutions passed in the previous meeting were reviewed
- * Date of course commitment for III, IV B.Ph., III, IV and V Pharm D is 12th June 2019
- * Faculty must submit their lesson plans by 10th June. Project work calendar is to be submitted by 4/6/19.
- * Committees were formed to ensure smooth running and discipline in the campus

Library Committee: Mr. SVR

Mr. T. Srinu

Mr. AJR

Mrs. M. Vani

Mrs. Ch. A. Swathi

Stores Committee

Mr. V. Ashok Kumar, Mrs. PMM N. d. Verma

Mr. M. Bala Krishna, Mrs. R. Sunitha, Mrs. A. Bhavane

Purchase Committee

K.P.L.

Dr. B. Ramu

S.S.

Mr. SVR

Dr. G. Sita
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* Magazine Team: Ms V. Vandana, Mr. SVR, Dr. S. Sundar,
Mrs. N. Vani

* Discipline Committee:
Mr. A. J. R., Mr. Ravi Kumar
Mrs. V. V. Vandana Devi

* Extra-Curricular and
Co-Curricular Activities
Committee (Literary & Cultural)
Lit: Mrs. V. Vandana, Mrs. Vani and Dr. Sundar
Culturals: Mrs. A. B., Ms. P. D., Ms. G. P.

* Sports Committee
Indoor: Ms. D. R. K., Ms. Ch. Swathi
Outdoor: Ms. M. Balakrishna, Mr. Y. Naveen,
Mr. T. Shinu, Dr. Sundar, Mr. Ashok, and Mr. Srinivas.

* Examination / Exam-Cell
Mr. S. V. R. and class teachers of all courses
Student Co-Ordinators: Inspirers: Ms. A. H. B. & Ms. R. S.
Achievers: Ms. H. L. B. & Ms. B. S.; Sparklers: Ms. G. M. & Ms. Meher
Sizzlers: Ms. M. N. L. & Ms. Tabitha; Challenger: Ms. A. S. & Dr. N. P.

* In view of the increase in student number,
to the existing four groups, a fifth
group "Challengers" is formed and the
student groups are to be revised
accordingly.

* Social Media Activities: Mr. Manas Kumar and
Ms. Meherunnisa Dr. K. P. H.

* ISO Committee:
Mrs. V. V. Vandana
Ms. A. V. Hima Bindu
Dr. K. P. L.
Mrs. Swathi
Mrs. Nirmala
Mrs. Sujatha
Mr. Ashok Kumar
ISO Lib: Mrs. Madhavi
Exam: Mr. SVR &
Mrs. Dilip
Placement
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* Community Work Committee

- Dr. Jalla Srinivas
- Dr. Manas Kumar
- Mrs. K. Raja Rajeswari
- Dr. Dhenush

* Research co-ordinators and review Committ

- Dr. K. Padmalatha
- Dr. B. Ramu
- Dr. G. Subendra
- Dr. Sundar
- Mr. S. Venkateswar Rao
- Mrs. M. Vani
- Mrs. D. Santhi Krupa
- Ms. Bala Krishna

Class In-Charges

- II Pharm D - Dr. N. Pratibha
- III Pharm D - Mrs. G. Pramoda
- IV Pharm D - Dr. Jabitha Sharon
- V Pharm D - Ms. Y. Naveen

* Faculty must see that discipline is maintained in the campus in all ways

* Attendance must be updated regularly after the first hour and late comers ^{after first hour} must be sent to the office.



* Faculty must supervise proper class room maintenance, ensure discipline in the campus and corridors. Students must maintain proper dress code

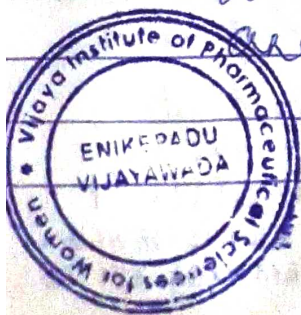
* Faculty must see that lab the completed lab work must be submitted by the next lab-


* Tutorials Classes must be conducted as per the time table

* Faculty must upload their finger prints by bio-metric, everyday without fail by 9 a.m.

* Mobiles must be submitted in the office

* It has been proposed that the two Workshops / Seminars are to be conducted this academic year Pharmaceutics and Analysis departments will conduct one and another will be organized by Ph. cology and Ph. cognoshy Departments.



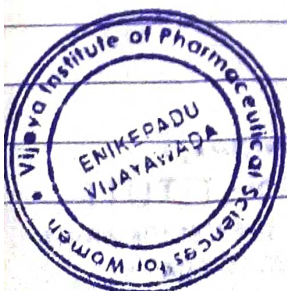
Signature  PRINCIPAL 16/6/19
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- 2) Mr A. Jaya Rami Reddy *AKR*
- 3) Mrs. B. Santhi Krupa *B*
- 4) Mrs. V. Greeshma *CG*
- 5) Mrs. A. Bhavane *B*
- 6) Mrs. Pradeep Prason *ML*
- 7) Mr M. Tejasi *T*
- 8) Dr. B Ramu *B*
- 9) Mrs. S. Venkateswara Rao *S. Venkateswara Rao*
- 10) Mrs. B. Shavani *B*
- 11) Mr. D. Binu Naik *D Binu Naik*
- 12) Mrs. B. Hema Latha *BH*
- 13) Mrs. AVS Hima Bindu *HL*
- 14) Mrs. P.M.M. Naga Lakshmi Kerma *Naga*
- 15) Mrs. G. Madhavi *G*
- 16) Mr. Md. Meherunnisa *mehef*
- 17) Mrs. E. Pramoda *E*
- 18) Ms. SK. Shameena *SK*
- 19) Mrs. M. Anitha *M*
- 20) Mrs. Ch Swathi *Ch*
- 21) Dr. S. Sundar *S*
- 22) Mrs. M. Vani *M*
- 23) Mrs. R. Sunitha *R*
- 24) Mrs. B. Swathi *B*
- 25) Dr. G. Surendra *G*
- 26) Mrs. J. Ranjya *J*
- 27) Mr. V. Ashok Kumar *V*

- Mrs. D. Shabanne *Leave*
- 28) Dr. K. Sri Deja *L*
- 29) Dr. Sk. Fathima *SK*



- 31) Mr. M. Bala Krishna ✓
- 32) Mrs. Ch. Anupama Swathi ✓
- 33) Ms. Thalli Shinu ✓
- 34) Ms. K. Laja Rajeshwari ✓
- 35) Ms. Y. Naveen ✓
- 36) Dr. N. Pratibha ✓
- 37) Dr. M. Jabitha Sharon ✓
- 38) Dr. G. Manas Kumar ✓
- 39) Dr. A. Chandrasekhar ✓
- 40) Mr. V. Srinivas ✓
- 41) Mrs. V. V. Vandana Devi ✓
- 42) Ms. Ch. Ravi Kumar ✓
- 43) Mrs. P. Surja P. Durga ✓



STAFF MEETING - 2

16.7.19

AGENDA

1. Discussion on the completion of syllabi of III and IV B.Pharmacy and Mid. Examinations
2. Admission fees of I B.Pharm and I Pharm D
3. Re-opening dates for II B.Pharm and II Pharm D and CRT schedule
4. SAS classes
5. M. Pharm project submissions
6. Laboratory work and usage of chemicals
7. Student discipline
8. Staff discipline
9. Decennial Celebrations

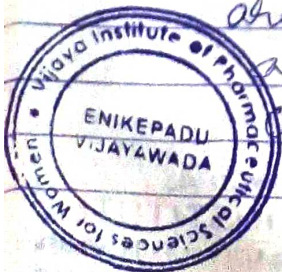
MINUTES

* Dr. K. Padmalatha Principal as the Chair, resolutions of the previous meeting were approved and the points of the day's present meeting as given in the agenda were discussed.

Syllabi of III and IV B-Pharmacy Subjects are to be completed by 3.8.19.

ISO formats to be updated from time to time

Mid-I examinations for III and IV B-Pharmacy are scheduled to commence on 5.8.19, as per JNTUK, Kakinada University curriculum



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Similarly, I mid examinations for III, IV and V PharmD are scheduled in the first week of September and hence, faculty are requested to complete their syllabi as early as possible, so as to have ^{sufficient} time for revision classes.

Admission process of I B.Pharm and I Pharm D may be delayed further, and therefore, classwork also may get delayed.

Re-opening dates for II B.Pharm and II PharmD are 29/7/19 and 5/8/19 respectively and CRT classes for both the courses are to commence on 5/8/19. Hence, teaching faculty are instructed to submit their lesson plans and materials, without further delay.

Due to shortage of time, SAS classes for IV B.Pharmacy are postponed to the second semester.

M. Pharmacy II year students ~~are~~ have to submit their project dissertations by 22.07.19.



Laboratory work must be ~~taken care~~ of scrupulously by staff ~~principals~~.

due to shortage of technicians, Record work must be checked from time to time.

Staff members must furnish their respective lab chemical indent well in advance and the experiments are to be planned with the available chemicals in the

Animal experiments also may be started for IV B Pharm students.

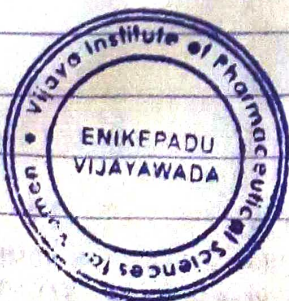
A department wise discussion on IV B Pharm project protocols is planned on 18.7.19

Every member of faculty must act be responsible in ensuring classroom discipline among students.

Staff members ~~are~~ must follow college norms to build a healthy and professional environment at the work place.

Staff can give suggestions towards the upcoming magazine for the decennial celebration

Signature of Principal



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2. Mrs. A. Jayarami Reddy

ATKDD ✓

3. Mrs. D. Santhi Krupa

Go

4. Mrs. V. Greeshma

✓

5. Mrs. A. Bhavana

✓

6. Mrs. Pradeepa P

7. Ms. M. Tejassri

8. Dr. B. Laxmi

✓

9. Mr. S. Venkateswara Rao

S. Venkateswara

10. Mrs. B. Savani

✓

11. Mrs. B. Hemalatha

✓

12. Mrs. A.V.S. Himabindu

HP

13. Mrs. P.M.M. Nagalakshmi Varma

1602

14. Mrs. G. Madhavi

✓

15. Ms. Md. Meherunnisa

rehy

16. Mrs. E. Pranoda

✓

17. Ms. Sk. Shameena

✓

18. Mrs. M. Anitha

✓

19. Mrs. Ch. Swathi

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20. Dr. S. Sundar

✓

21. Mrs. M. Vani

✓

22. Mrs. R. Sunitha

✓

23. Mrs. B. Swathi

✓

24. Dr. G. Surendra

✓

25. Mr. V. Ashok Kumar

✓

26. Mrs. D. Prasanna

✓

27. Ms. K. Sri Teja

Ms. Sk. Fathima

Mr. M. Bala Krishna

Ms. Ch. Anupama Swathi

✓



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- 31 Mr. J. Srinu
 32 Mrs K. Raja Rajeswari
 33 Mr y. naveen
 34 Dr N. Prathiba
 35 Dr. M. Jabiltha Sharon
 36 Dr G. manas Kumar
 37 Dr A. Chandrasekhar
 38 Ms V. Srinivas
 39 Mrs V. V. Vandana Devi
 40 Mr Ch Ravi Kumar
 41 Mrs D. Durga
 42 Dr. B. Dhauush
 43 Mrs. Vijaya Durga. D

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KCC

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Prathiba
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G1

Vn

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Ch 8

P. Durga

B. Dhauush

D



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AGENDA

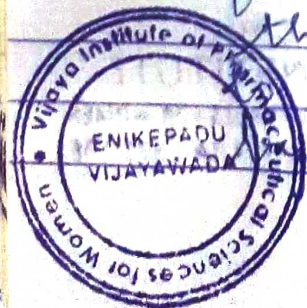
1. Mid Examinations and performance of III B.Ph Students
2. Workshop / Indo-African Conference
3. Admission of I B.Pharm and I Pharma D
4. Student Seminars by Pharm & Students
5. Teacher's Day Celebrations

MINUTES

* Dr. K. Padmalatha Principal as the chair, the resolutions of the previous meeting were approved and the agenda of the day's meeting was discussed as under

* I Mid Examinations were conducted for III B. Pharm Students and faculty expressed their dissatisfaction at the poor performance of the majority of the students. It has been decided to conduct study hours for the poor performers and also to conduct a parents' meet so as to discuss the students' performance.

* As Indo-African Conference is scheduled on 19.8.19, various committees were formed for the smooth conduct of the programme. It has been decided to make the conference a grand success through the co-ordinated efforts of



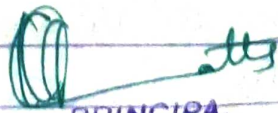
Principal, Staff and Students

* As per the latest updates from the government of A.P. admission procedure of ~~for~~ the I.B. Pharm and I Pharm D students may be delayed further by a fortnight.

* II, IV and V Pharm D students must be encouraged by the faculty to participate in seminars, inside and outside college. It is to build a social responsibility among Pharm D students, topics on health care must be selected so that awareness is spread among student community.

* Faculty must observe the matters of conduct, attire and discipline among the students during teacher's day celebrations.




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2. Ms. A. Jayasami Reddy
3. Mrs. S. Santhi Krupa
4. Mrs. V. Greshma
5. Mrs. A. Bhavana
6. Mrs. Pradeepa P.
7. Mrs. M. Tejassi
8. Mrs. S. Venkateswar Rao
9. Mrs. B. Sravani
10. Mrs. B. Hema Latha
11. Mrs. A.V.S. Himabindu
12. Mrs. P.M.M. Naga Lakshmi Vasna
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22. Mrs. B. Swathi
23. Dr. G. Surendra
24. Mrs. S. Vijaya Durga
25. Ms. Sruthi
26. Mrs. B. Prasanna
27. Ms. R. Sri Teja
28. Ms. SK. Fatima
- Mrs. M. Bala Krishna
- Ch. Anupama Swathi
- J. Shreem

St
V GRS

S. Sundar

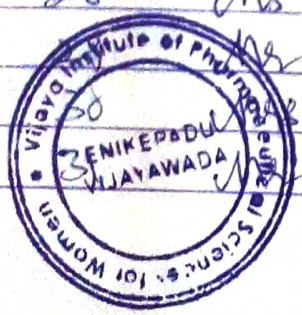
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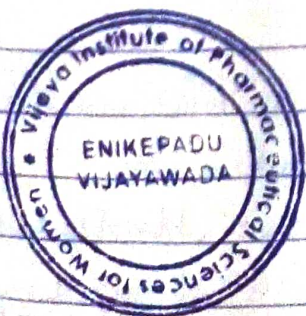
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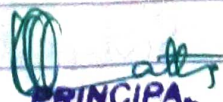
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- 32 Mrs K. Raja Rajeswari BH
- 33 Mr Y. Naveen @
- 34 Dr M. Pratibha Prath
- 35 Dr M. Javitha Sharon Chmy
- 36 Dr G. Manas Kumar
- 37 Dr A. Chandrasekhar
- 38 Mr V. Srinivas V.S
- 39 Mrs V. V. Vandana Devi W
- 40 Mr Ch. Ravi Kumar
- 41 Mrs P. Sarga P. Durg
- 42 Dr B. Shamsi
- 43 Mr S. Praveen




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STAFF MEETING

7.9.19

AGENDA

- * I B. Pharm, I Pharm D and I M. Ph commencement of classwork
- * ~~Project Works of IV B. Ph.~~
- * Allotment of subjects to I B. Ph and I Pharm D staff
- * Discipline in campus and laboratories

MINUTES

- * Dr. K. Padmalatha, Principal as the chair person the minutes of the earlier meeting were approved and the agenda points of the present meeting are discussed
- * I B. Pharm and I Pharm D class work is to begin on⁹ Monday^{9.9.19} and I M. Ph classwork is scheduled to begin after 14th Sep.
- * Orientation programme for I B. Pharm and I Pharm D students and parents is scheduled on 8.9.19
- * Subject allotment for I B. Ph and I Pharm D is as follows:

Pharm. Chemistry	- Mrs. Madhavi
Pharm. Analysis	- Mrs. Ch. Anupama
Ph. Ind. Org. Chem.	- Mrs. Swathi
HAD	- Dr. K. P. L. / Ms. Anurupa

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Common Skills - Mrs V V Vandana Devi
 Biology - Mrs Ch. Ravi Kumar
 Maths - Mrs P. Surja

I Pharm D

Pharmaceutics - Mrs P M M Nagalakshmi V
 Anatomy & Physiology - Dr Ch. Chandrasekhar
 Org. Chem - Mrs S. Prasanna
 Med. Chem - Mrs E. Pramoda
 Inorganic Chem - Mrs. Ch. A Swathi /
 Mrs. Swathi
 Maths - Mrs V. Srinivas

* II B.Ph and IV B.Ph Semester examinations will commence on Oct. 20th, & Lab Internal Examinations and Theory examinations are to be held before and after Dasara vacation respectively.

* IV B.Pharm project works and their progress is discussed and the staff are instructed to complete the bench work as early as possible.

* Discipline must be given prime importance by faculty either in the class room or in the laboratories.

* Tutorial classes must be considered seriously and to make the students

write tests, so as to assess their performance from time to time

* Staff are instructed to register themselves for online Swayam Courses.

Signature of Principal

2. Mr A. Jayasam Reddy

AKHAR

3. Mrs D. Santhi Krupa

S

4. Mrs V. Geetha

V. G

5. Mrs A. Bharana

B

6. Mrs Pradeepa D.

7. Ms. M. Tejaski

8. Mr S. Venkateswar Rao

S. Venkateswar

9. Mrs B. Sarvani

S.

10. Mrs. B. Hemalatha

11. Mrs A.V.S Hima Bindu

BH

12. Mrs P.M.M. Nagalakshmi Varma

PM

13. Mrs G. Madhavi

Mad

14. Mrs M. Meherunnisa

M

15. Mrs E. Pramoda

E

16. Mrs Sk. Shameena

S

17. Mrs M. Anitha

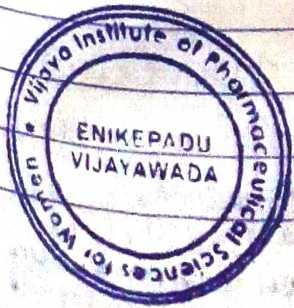
18. Mrs E. Swathi

PRINCIPAL



- 19. Dr S. Sundas
- 20 Mrs M. Vani
- 21 Mrs R. Sunitha
- 22 Mrs B. Swathi
- 23 Dr G. Suresh
- 24 Mrs P. Vijaya Durga
- 25 Ms. Shreethi
- 26 Mrs L. Prasanna
- 27 Ms K. Sri Teja
- 28 Ms Sh. Fatima
- 29 Mrs M. Bala Krishna
- 30 Mrs Ch. Anupama Swathi
- 31 Mr J. Shrinu
- 32 Mrs K. Raja Rajeshwari
- 33 Ms G. Naveen
- 34 Dr M. Pratibha
- 35 Dr M. Jabitha Sharon
- 36 Dr G. Manas Kumar
- 37 Dr A. Chandrasekhar
- 38 Mr V. Shrinivas
- 39 Mrs V. V. Vandana Devi
- 40 Mrs P. Durga
- 41 Dr. B. Shanthi
- 42 Mr Ch. Ravi Kumar
- 43 Mr S. Praveen
- 44 A. A. Chandra Sekhar

[Handwritten initials and marks corresponding to the list items, including checkmarks, scribbles, and names like 'Praveen', 'S. Praveen', 'P. Durga', 'B. Shanthi', 'S. Praveen', and 'A. A. Chandra Sekhar']



AGENDA

- * III & IV B.Ph. Subject allotment
- * I M. Ph. Subject allotment
- * ~~IV B.Ph. Project Work Review~~

MINUTES

- * Prof. K. Padmalatha Principal in the chair, the minutes of the previous meeting were approved. The points as given in the agenda were discussed

* Subject allotment

I B.Ph. - II sem

HAP - II - Ms. Lilly Grace

POC ~~I~~ - Ms. Anupama Swathi

Bio - che - Ms. Madhavi

Patho - Phy - Dr. Pratibha n &
Dr. Jalitha

EVS - Ms. Loh. Swathi

Computers - Ms. P. Durga

IV B.Ph. - II sem

Bio - Assays - Mr. SV. AJR

NDDS - Ms. SVR

Clinical Pharmacy

Pharmacovigilance - Ms. Naveen.Y

Quality Assurance - Mr. Shanath.S

GMP/GLP - Ms. ~~Shanath.S~~

III B.Ph

Med. Eche III - Ms. B. Shavani
 Pharmacology - Ms. ^{Dr.} Santhi Krupa
 Herbal Drug Technology - Ms. M. Vani
 B.P.K - Ms. A. Hima Bindu
 Bio-technology - Dr. S. Sunder
 Q.A - Mr. Balakrishna M

II B.Ph. II Sem

P.O.C III - Ms. S. Prasanna
 M.C.T - Ms. Sruthi
 P.P II - Ms. Meherunnisa
 Ph. cology - Ms. A. Bhavana
 Ph. Cog & Phyto chem. - Ms. R. Sunitha

II Pharm D

Patho Phy - Ms. N. Prathibha
 Micro Bio - Ms. B. Hema Latha
 Ph. cognoby - Ms. Vani, M.
 Ph. cology - Dr. T. Shimmu
 Comm. Pharmacy - Ms. B. Dhanush.
 Therapeutics - Dr. Tabitha

III Pharm D

Ph. cology - Ms. A. Bhavana
 Ph. Analysis - Ms. Vijaya Sarga
 Therapeutics - Dr. Manas
 Jurisprudence - Ms. B. A. Hima Bindu
 Med. Eche. - Ms. B. Shavani
 Formulations - Ms. Vijaya Sarga



IV Pharm D

Ph. Therapeutics III - Mr. Naveen Y.

Clinical Toxicology - Dr. Tabitha

Biostat - Mr. V. Shrinivas

Clinical Pharmacy - Dr. G. Manas

PP I & II - " " "

Hospital Pharmacy - Dr. Tabitha

Bio-Phaceutics - Dr. S. Praveen

V Pharm D

Clinical Research - Mr. Y. Naveen

Ph. Epidemiology - Dr. T. Srinu

Pharma. Kinetics - Dr. Dhanush

I M. Pharm. - I Sem.

NDDS - Mr. SVR

Mod. Ph. centics - Dr. S. Praveen

Reg. Affairs - Ms. B. Hema Latha

Ph. Validation - Ms. Vijanya Surga.

MAT - Dr. Vambi

Adv. Ph. Analysis - " "

Food Analysis - Mr. Bala Krishna

Adv. Ph. eology - Ms. Santhi Krupa

Cellular Bio - &

Mole. Bio } - Dr. S. Sunder



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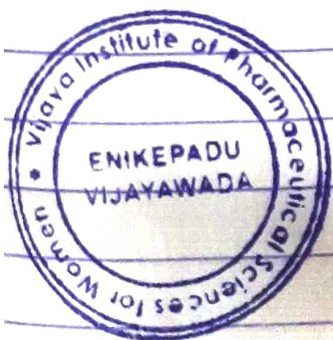
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* Commencement of Class work for III and IV B-Ph-II sem will be on 11.11.19

* Faculty, Project guides are instructed to submit their review articles for publication.

* The Research ~~same~~ abstracts may be forwarded for IPC before 20.10.19.

* Research Methodology examination for III M.Ph - III sem students is to be conducted in the next week.

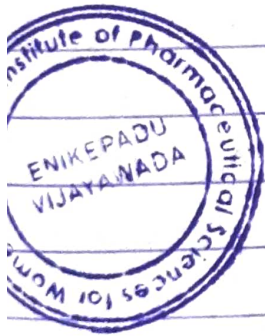


Signature of Principal
10/11/19
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ENIKEPADU VIJAYAWADA 521 198

- 2. Mrs A J R A. J. R.
- 3. Mrs D. Santhi Krupa S.
- 4. Mrs V. Greeshma V. G.
- 5. Mrs A. Bhavane B.
- 6. Mrs Pradeep P.
- 7. Mrs M. Tejaswi
- 8. Mrs SVR S. Venkatesh
- 9. Mrs B. Shavani B.
- 10. Mrs B. Hema Latha B.
- 11. Mrs A V S Hima Bindu H.
- 12. Mrs P M M Nagalakshmi Vasme N.
- 13. Mrs G. Madhan G.
- 14. Mrs Md. Mehesunnisa M.
- 15. Mrs E. Pramoda E.
- 16. Mrs Sk Shameena
- 17. Mrs M. Anitha
- 18. Mrs Ch. Swathi S.
- 19. Dr S. Suresh S.
- 20. Mrs M. Vani M.
- 21. Mrs R. Sunitha R.
- 22. Mrs B. Swathi
- 23. Dr G. Surendra G.
- 24. Mrs D. Vijaya Burja D.
- 25. Mrs Sruithi S.
- 26. Mrs D. Prasanne D.
- 27. Mrs K. Sri Teja
- 28. Mrs Sk Fathima
- Mrs M Bala Krishna M.
- Mrs Ch. Anupama Swathi A.
- Mrs J. Sriini J.



32. Mrs K. Laja Rajeswari *K. Laja*
- 33 Mr. Y. Naveen *Y. Naveen*
- 34 Dr. N. Prathiba
- 35 Dr. M. Jabitha Sharon
- 36 Dr. G. Manas *G. Manas*
- 37 Dr. A. Chandrasekhar
- 38 Mrs. V. V. Vandana Devi *V. V. Vandana Devi*
- 39 Mr. V. Srinivas *V. Srinivas*
- 40 Mrs. P. Durga *P. Durga*
- 41 Dr. B. Shanush *B. Shanush*
- 42 Dr. S. Praveen *S. Praveen*



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AGENDA

- * discussion on Indo-US Conference to be held on 6.12.19
- * discipline and other aspects among members of faculty
- * discussion on applying for NAAC accreditation

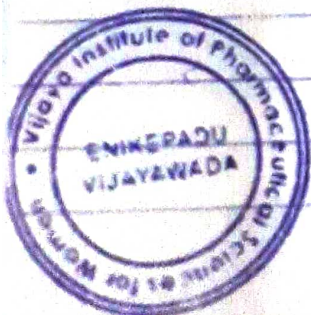
MINUTES OF THE MEETING

- * Prof. K. Padmalatha Principal as the chairperson, the points of the previous meeting were approved and the above points given in the agenda are discussed

- * As the Indo-US conference is to be organized on 6.12.19, members of staff were assigned duties and formed into various committees

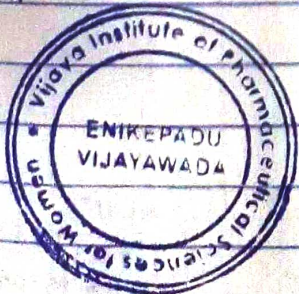
- * Faculty members were instructed to be responsible and enthusiastic while carrying out their respective duties


- * Eloquence, leaflet, Debate and Skit competitions are to be conducted on 7.12.19 at 10 a.m. in the morning in the College Seminar Hall. So various staff members are deputed towards the



and evaluation of the competition

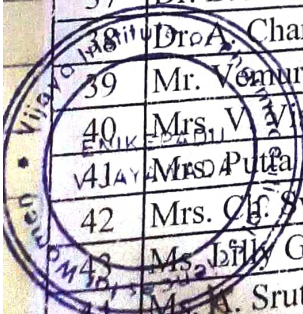
- * It has been agreed upon to organize Freshers' Day on 31.12.19.
- * Faculty members were instructed to be enthusiastic motivated and disciplined during their stay hours inside the campus.
- * They have to submit proof or evidence, if they are in need of leave for more than one or two days. It has been instructed to submit it along with their leave application.
- * IV B. Pharm / M. Pharm students, those who wish to get their project works verified must submit a print-out to their respective guides. Guides must strictly warn them regarding this and correction work over lap tops or cell-phones is strictly prohibited.
- * to work towards NAAC approval.




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 04/12/19

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1	Dr. K. Padmalatha	
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5	Mrs. Atluri Bhavana	
6	Ms. M. Tejasri	
7	Dr. G. Surendra	
8	Mrs. Ramya Jonnalagadda	
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32	Mrs. V. Raja Rajeswari Kola	
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34	Dr. Natta Prathibha	
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36	Dr. G. Manas Kumar	
37	Dr. B. Dhanush	
38	Dr. A. Chandra Sekhar	
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STAFF MEETING

4.01.2020


AGENDA

- * Sengal vacation
- * Sankranti Celebrations
- * I B.Pharm & IM.Pharm Sem-End examinations
- * SAS & PV certificate courses

MINUTES OF THE MEETING

- * Prof. K. Padmalatha, as the Chair Person, the minutes of the previous meeting were approved and the points in the agenda are discussed.
- * As Sengal vacation is from 11th to 18th of January, Sankranti Celebrations are to be held on 10.01.2020. It has been decided to conduct ^{the foll.} competitions: Rangoli, Face Painting, Mehendi and Iqana.
- * I B.Ph and I.M.Ph staff are instructed to complete their syllabi as early as possible, so as to leave enough time for revision. I B.Ph staff are instructed to pay utmost care towards students, keeping in view the fact that I B.Ph students are appearing for the first time for Semester examinations of the University. As Sem-End exams are scheduled from 3.2.2020 to 15.2.2020, faculty are instructed to prepare them for internal and external lab examinations, theory and practical.
- * SAS & PV Certification Courses from 20.01.2020 for IV B-Pharm students.



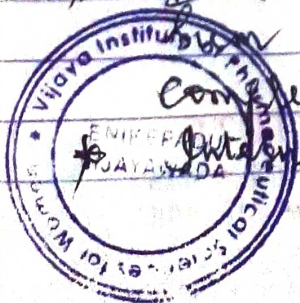

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AGENDA

- * Commencement of I B.Ph and I M.Ph examinations (Sem End)
- * Sports & Cultural Week
- * Commencement of classwork for I B.Ph & I M.Ph
- * Pharm D clinical rotations and project work

MINUTES OF THE MEETING

- * With Prof. K. Padmalatha in the chair, the minutes of the previous meeting were approved and the agenda points of the meeting were discussed
- * Sem End examinations for I B.Ph and I M.Ph are scheduled from 3.2.2020^{15.2.2020} and as such faculty are instructed to prepare students for non-University examinations too.
- * Sports & Cultural week will be from 17th - 20th Feb, 2020 and it has been decided to suspend classwork, so as to allow students to participate in as many competitions as possible.
- * Class work will commence on 24.2.2020 as usual.
- * I B.Ph - II Sem class work will start on 24.2.2020 and I M.Ph - II sem class work will be from 17.2.2020
- * As per clinical rotations of Pharm D students it has been decided to stop them if students have sufficient data for case studies, and III, IV and V Pharm D staff are informed to advance their syllabi as the annual examinations will be in March
- * V Pharm D students are to be informed to complete their project works by 2.3.2020
- * Practical lab and theory examinations

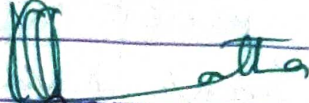


I Pharm D, ~~and~~ II B.Ph (I Med examination) III Med examination (II Med) for III, IV and V Pharm D classes will start on 4.3.2020.

* Pharm D faculty are instructed to follow certain norms during clinical rotations, as discussed under:

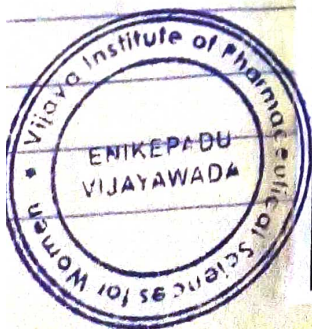
- Signatures of students must be present in every hospital register.
- Registers must be maintained for journal club and case presentations.
- Signatures of HoD and Principal must be there in hospital rotation sheets.
- Registers maintenance ~~for~~ ^{with} every allocation of a separate sheet for every student, where a student's record of a minimum no. of 6 presentations per year is to be recorded.
- Rotations must be planned by HoD and no faculty ^{member} will do the same, along with department presentations.
- Any document regarding hospital work and the Dept. of Pharmacy Practice must be duly signed by the Head of the Institution.




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STAFF MEETING

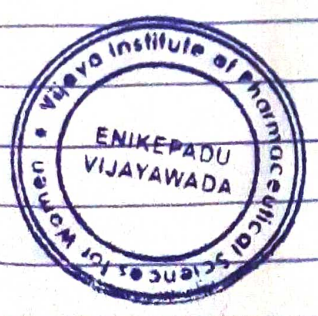
11.2.2020

AGENDA

- * Discussion on PCI inspection scheduled on 16.2.2020

MINUTES

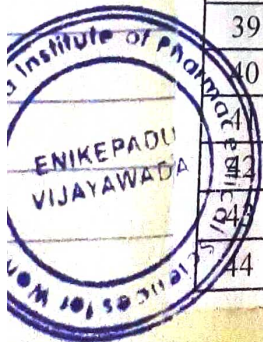
- * Prof. K. Padmalatha, in the chair, the minutes of the previous meeting were approved and the agenda points of the meeting are discussed.
- * PCI inspection is for the approval of Pharm D course and hence, Pharm D faculty are instructed to be alert and ready with their respective documents.
- * B. Pharm and Pharm D staff are instructed to be present in college by 9 am on 16.2.2020.
- * Staff are also instructed to take care of their respective laboratories, equipment and S.O.s.
- * Attendance Registers and academic reports must be updated and submitted.
- * Staff must carry their Aadhar cards, pan cards, bank pass books and id-cards.



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STAFF MEETING

24.03.2020

AGENDA

- * I B.Ph and IM.Ph subject allotment
- * Women's Day Celebrations
- * Final B.Ph farewell.
- * Annual get together celebrations
- * Staff Ratification
- * ISO internal audit
- * Staff responsibilities in labs.

MINUTES

I B.Ph - II Sem class work is allotted as follows:

HAP : Mr AJR

Ph. Org. Ete I: Mr. E. Anugama Swathi

Biochemistry: Mrs G. Madhavi

Pathophysiology: Dr. N. Pratibha

Computer Applications in Pharmacy: Mrs P. Burga

Environmental Sciences: Mrs E. Swathi

I MPH - II Sem class work is as follows:

Phenols
NTDDS : Dr B. Ramu

ABPK : Ms SVR

CADD : Ms. S. Praveen

C & C : Mr S. Praveen

Pharmaceutical Analysis

MBAT : Dr. M. Vambi Krishna

AIA : Dr MVK

SCQA : Mrs Vijaya Burga

EA : Mr MBK



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Pharmacology

P.D.D ; Mrs HLB

TSM ; Mrs DSK

AP ; Mrs A. Bhavana

CRPV ; Mr Y. naveen

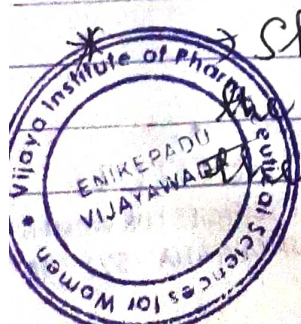
* As March 8th Women's Day is on Sunday, it has been decided to celebrate the same on 7th afternoon.

* Final B.Pharm farewell is to be held on 13th.

* As JNTUK, Kakimada has made ^{ratification} it mandatory for the staff of professional colleges, staff are requested to fill the necessary documents and submit them.

ISO internal audit, as it is in the month of March, the documents are to be made ready.

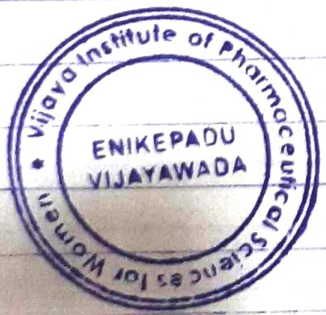
As per the suggestion given by PCI inspectors, staff, lab are informed to maintain a record of consumables and their usage.



* Staff are also informed to sign the records as soon as they complete their lab session with date.

maintain SOPs regularly and to be enter the required data in full in the respective log books.

* As AICTE has made it mandatory to get NAAC or NBA accreditation within 3 years, it has been decided to do NAAC work during summer. So this summer vacation time is planned to utilize for this purpose



atlas

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