**ACADEMIC COMMITTEE**

Date: 24/06/2024

Circular

All members of the Academic Committee are hereby notified to attend a meeting scheduled for June 25, 2024, at 11:00 AM. The purpose of this meeting is to discuss upcoming academic activities and initiatives. Your participation is essential to ensure thorough planning and effective coordination of our academic goals.

Venue: Principal Chamber

Agenda:

1. Calendar of events
2. Time table preparation
3. Subject allotment
4. Workload
5. Class teacher in charge

Co-ordinator

tes

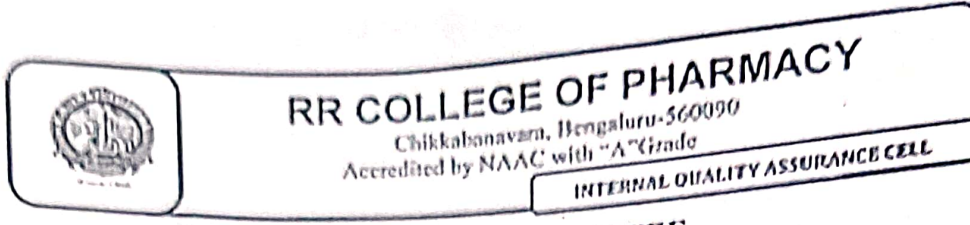
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Principal
PRINCIPAL

R.R. College of Pharmacy
Chikkabanavara, Bangalore

Academic committee members

Sl. No	Name of the Faculty/student	Committee/Designation	Signature
1	Dr. Narayanaswamy V. B	Chairman	<i>[Signature]</i>
2	Dr. Hindustan Abdul Ahad	Co-ordinator	<i>tes</i>
3	Dr. Vachala S D	Member	<i>[Signature]</i>
4	Dr. Seema Gupta	Member	<i>[Signature]</i>
5	Dr. Sateesh Kumar E	Member	<i>[Signature]</i>
6	Dr. Deeparani	Member	<i>[Signature]</i>
7	Mr. Dhananjaya E	Member	<i>[Signature]</i>
8	Ms. Usha Shree	Member	<i>[Signature]</i>
9	Dr. Dharani	Member	<i>[Signature]</i>
10	Mr. Chean	Member	<i>[Signature]</i>
11	Mr. Nitesh Kumar	Member	<i>[Signature]</i>
12	Ms. Sharanya P	Member	<i>[Signature]</i>
13	Mr. Suman Singh	Member	<i>[Signature]</i>



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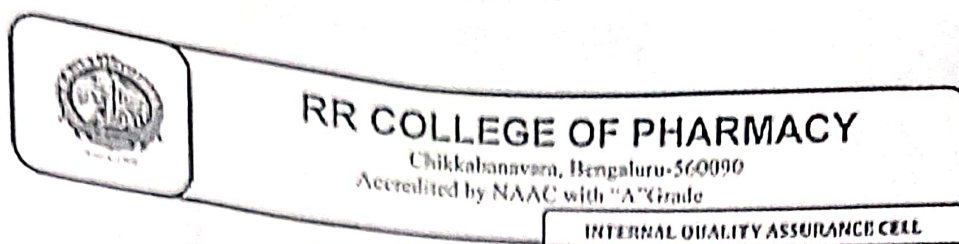
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ACADEMIC COMMITTEE

Date: 25/06/ 2024

The Academic Committee meeting was held on 25/06/ 2024 to discuss on academic activities at the Principal Chamber at 11.00 AM, with the following agenda.

The Chairman warmly welcomed all committee members, expressing gratitude for their attendance and participation. He acknowledged each member's commitment and contributions to the committee's goals, emphasizing the importance of their collaboration and expertise in achieving successful outcomes. The Chairman set a positive tone for the meeting, encouraging open dialogue, active engagement, and a productive session focused on advancing the committee's agenda. His welcoming remarks highlighted the value of teamwork and the collective efforts needed to address key issues effectively. The following agendas were discussed

1. Calendar of events

The Chairman assigned Dr. Vachala S D to draft the institution's academic calendar. This calendar will provide a structured academic year outline detailing significant events, examination dates, holidays, and key institutional activities. Designed to be a comprehensive guide, it will support students, faculty, and staff in planning and coordinating their activities in alignment with institutional timelines. The calendar aims to enhance organization, promote effective time management, and ensure that all academic processes run smoothly throughout the year.

2. Time table preparation

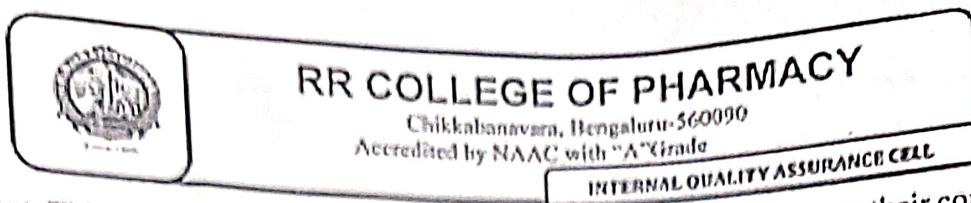
The Chairman directed all Heads of Departments (HODs) to develop subject-specific timetables to ensure organized academic scheduling and effective coordination across departments. These timetables will outline class timings, faculty assignments, and subject schedules, promoting a structured approach to the academic calendar. By having each department create its timetable, the institution aims to streamline academic activities, reduce scheduling conflicts, and enhance the overall learning experience for students and faculty alike.

3. Subject allotment

The Chairman directed all department Heads of Departments (HODs) to allocate specific subjects to faculty members. This assignment will enable faculty to focus on designated courses, ensuring thorough coverage of the curriculum and efficient fulfillment of teaching responsibilities. By matching faculty expertise with relevant subjects, the institution aims to enhance teaching quality, promote accountability, and support organized, effective learning for students across all departments.

4. Workload

The Chairman directed all department Heads of Departments (HODs) to assign faculty workloads, to balance teaching, administrative, and research responsibilities throughout the



department. This approach aims to ensure that faculty members can manage their commitments effectively, allowing for high-quality teaching, efficient handling of administrative duties, and dedicated time for research. By distributing workloads evenly, the institution seeks to foster a productive and supportive environment that benefits both faculty and students while supporting the department's academic and research objectives.

5. Class teacher in charge

The Chairman instructed all Heads of Departments (HODs) to designate class teachers, ensuring that each class has a dedicated faculty member for student guidance, coordination of academic activities, and support throughout the academic year.

An academic committee meeting was convened under the leadership of Dr. V. B. Narayanaswamy, during which various institutional matters were discussed.

After the meeting, the Academic Committee Coordinator expressed gratitude to the members for their valuable feedback, suggestions, and positive remarks, acknowledging their commitment to enhancing the institution's academic framework.

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Co-ordinator

[Signature]
Principal
PRINCIPAL

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