



AGENDA OF CAC for the AY:2018-19 I Sem Dt: 27.06.2018

1. Subject allotment Workload for faculty.
2. Framing of time tables for class work.
3. Preparation of institutional academic activities.
4. Inviting study materials and laboratory manuals.
5. Inviting lesson plans and Lab schedules from the entire faculty.
6. Framing, reconstitution and measures of all institutional committees
7. Inviting proposals for facilities to be created in the Institution.
8. Inviting proposals for purchasing of instruments, glass wares, chemicals etc.
9. Result analysis
10. Expenditure particulars
11. Review on student's performance in scientific activities
12. Rules and regulations for staff (SOP's)
13. Student counsel system updation
14. Any other academic issues.

PRINCIPAL

**Principal
Santhiram College of Pharmacy
NH-40, NANDYAL**



SANTHIRAM COLLEGE OF PHARMACY

Approved by Govt. of A.P., A.I.C.T.E & P.C.I. - NEW DELHI,
Affiliated to Jawaharlal Nehru Technological University, Anantapur-515002
NH40, NERRA WADA, NANDYAL, KURNOOL DIST. A.P.-518501

Minuets of College Academic Committee (CAC) which held on 20.01.2018

Discussed the performance of the following academic matters of all pharmacy courses in this institution for the academic year 2017-18 II sem and reviews/suggestions are recorded as follows.

S.no	Particulars	Enclosures	Action taken / Remarks
1	Subject allotment for faculty in pharmacy	Annexure-I	Subjects were allotted to the faculty as per their concerned department with not more than 24 hrs/week
2	Time tables framing for the class work	Annexure-II	Timetable for all classes & Utilization free staff for academic discipline was resolved.
3	Institution calendars, Academic calendars and examination cell	Annexure-III	Institution NSS calendars, Academic calendars and examination schedules were prepared.
4	Lesson plans, schedules from the faculty	Annexure-IV	Lesson plans, schedules were invited from the faculty and submitted
5	Framing and performance of the anti-ragging committee and other committees	Annexure-V	Anti-ragging committee is framed and the performance is satisfied
6	Institutional facility proposals	Annexure-VI	Proposals for the institution facilities were enclosed (CR, AR, PP, R&D, Labs future construction etc.)
7	Proposals for Instruments, glassware & chemicals purchase	Annexure-VII	Instruments, glassware, chemicals purchases orders were proposed and initiation for repair of instruments etc.
8	Review on condonation, detained, dropout students and University examination results.	Annexure-VIII	University examination results & students regularity were reviewed and directed for better results.
9	Review on students performance in competitive examinations and placements & training	Annexure-IX	Placement & training facilities for students and performance in competitive examination were reviewed.
10	Rules and regulations for the students and staff on academic requirements and discipline.	Annexure-X	Rules and regulations for the students and staff were framed based on requirement and best practices
11	Extra & Cocurricular activities of the students participation	Annexure- XI	Sports & games, steps for individual performance in co-curricular activities for skill development were discussed. The participation of students & staff in various workshops, seminars, conferences are appreciated and listed.
12	Students counsel system	Annexure- XII	The effective & recorded mentor-mentee system has to be introduced

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COLLEGE ACADAMIC COMMITTEE (CAC)
MEMBERS ATTENDED FOR MEETING dt: 27.06.2018

S.No	Name of the member	Designation	Mobile no. & Email	Signature
1	Dr. C. Madhusudha Chetty, Principal	Chairman	9866308468 drcmchetty@gmail.com	
2	Mr. K. Ravi Kumar, Prof. of Dept. Indl. Pharmacy	Co-Chairman	9704129298 ravi445@gmail.com	
3	Dr. M. Sreenivasulu, Prof. of Dept. Ph. Chemistry	Director R&D	9505811202 ; sreenivasulu_munna@yahoo.com	
4	Mr. R. Niranjan Kumar, Dept. of Ph.Practice	Co-Ordinator	8125004838 niranjan3131@gmail.com	
5	Mr. V. Vijay Kumar, Dept. of Ph.Ceutics	Dy. Coordinator	9885583630 vijay66vvk@gmail.com	
6	Dr. L. Siva Shankar Reddy, Prof. of Dept. Ph. Analysis	Member	9885697242 shiva_s_rl@yahoo.co.in	
7	Dr. Y. Dasthagiri Reddy, Prof. of Dept. Ph. Ceutics	Member	9703980570 dastu1984@gmail.com	
8	Dr. B.Md. Ishaq, Prof. of Dept. Ph. Analysis	Member	7799412060 Bmdishaq@yahoo.co.in	
9	Mr. N.D.V.R.Saradhi, Sr. Faculty, Dept. Ph.Analysis	Member	9618123118 saradhi2u@gmail.com	
10	Mr. N. Srinivas Reddy, Dept. of Ph.Cognosy	Member	9701324997 sreesri.142@gmail.com	
11	Mr. K. Shivaiah, Dept. of Ph.Cology	Member	9880559342 ksiva.pharmacist@gmail.com	
12	Dr. V. Rama Narayana Reddy Prof. incharge, Dept. of Pharmacy Practice	Member	9000623475 pharmarams@gmail.com	
13	Dr. C. Bhargava Reddy, Dept. of Pharmacy Practice	Member	9676736692 bhargav.pharma03@gmail.com	
14	Mrs. S. Gousia Begum, Dept. of Indl. Pharmacy	Member	9703067599 gousia009@gmail.com	
15	Mr. D. Maheswer Reddy, Staff I/C Examn. Section	Member	9581036162 dagadamahesh@gmail.com	

Principal
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AGENDA OF CAC for the AY:2018-19 II Sem Dt: 26.12.2018

1. Subject allotment Workload for faculty.
2. Framing of time tables for class work.
3. Preparation of institutional academic activities.
4. Discussion regarding question bank, study materials and laboratory manuals.
5. Preparing Standard formats for Lesson plans and lab schedules
6. ECAP Updation
7. Discussion regarding proposals for facilities to be created in the Institution.
8. Result analysis
9. Review on student's performance in scientific activities
10. Student counsel system updation (mentor-mentee)
11. Discussion regarding any other academic issues with the permission of the chair person


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CONSTITUTED MEMBERS OF COLLEGE ACADAMIC COMMITTEE (CAC)

ATTENDED FOR MEETING dt: 26.12.2018

S.No	Name of the member	Designation	Mobile no. & Email	Signature
1	Dr. C. Madhusudha Chetty, Principal	Chairman	9866308468 drcmchetty@gmail.com	
2	Mr. K. Ravi Kumar, Prof. of Dept. Indl. Pharmacy	Vice Chairman	9704129298 ravi445@gmail.com	
3	Dr. M. Sreenivasulu, Prof. of Dept. Ph. Chemistry	Director R&D	9505811202 sreenivasulu_munna @yahoo.com	
4	Dr. R. E. Ugandar Prof. of Dept. Pharmaceutics	Academic Incharge	8616910930 ugandarscp@gmail.com	
5	Mr. R. Niranjana Kumar, Dept. of Pharmacology	Co- Ordinator	8125004838 niranjana3131@gmail.com	
6	Mr. V. Vijay Kumar, Staff I/C Examn. Section	Examination	9885583630 vijay66vvk@gmail.com	
7	Dr. L. Siva Shankar Reddy, Prof. of Dept. Ph. Analysis	Member	9885697242 shiva_s_rl@yahoo.co.in	
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9	Dr. B.Md. Ishaq, Prof. of Dept. Ph. Analysis	Member	7799412060 Bmdishaq@yahoo.co.in	
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13	Dr. V. Rama Narayana Reddy, Prof. incharge, Dept. of Pharmacy Practice	Member	9000623475 pharmarams@gmail.com	
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1	Subject allotment for faculty in pharmacy	Annexure-I	Subjects were allotted to the faculty members as per their concerned department with not more than 20 hrs/week/member
2	Time tables framing for the class work	Annexure-II	Timetables for all classes & Utilization of free staff members for academic disciplines were resolved.
3	Institution calendars, Academic calendars and examination cell	Annexure-III	Institutional co curricular activities calendar, NSS calendar, Academic calendar and examination schedules were prepared.
4	Question banks, study materials & lab manuals from faculty	Annexure-IV	Question banks, study materials, lab manuals were invited and all the faculty members agreed to prepare and submit by 31.12.2018 and the date was extended to 10.01.19. (copy of circular attached)
5	Lesson plans, lab schedules	Annexure-V	Standard format of lesson plans and lab schedules were prepared and weighting for approval. (Template attached)
6	ECAP Updation	Annexure-VI	The following ECAP updates were discussed i. Central Stores- 60% of work completed and remaining work will be completed by 28.12.18 (All up to date) ii. Library Details- 80% of work completed and remaining work will be completed by 26.12.18 iii. Examination section- 60% of work completed and remaining work will be completed by 10.01.2019 (All up to date) iv. Fee payments & accounts- were updated (All up to date)
7	Proposals for Instruments, library books, glassware & chemicals purchase	Annexure-VII	Instruments, library books, glassware, purchases orders of chemicals were proposed and initiation for purchasing and repair of instruments were started and expected to complete by 18.01.19
8	Review on condonation, detained, dropout students and University examination results.	Annexure-VIII	University examination results & students regularity were reviewed and directed for better results. (Details attached)
9	Review on students performance in placements & training, Conferences	Annexure- IX	Placement & training programme were conducted on dt 14.12.18 to 15.12.18 and details attached about students' performance in conferences in various colleges.
10	Students counsel system updation	Annexure- X	The effective & recorded mentor-mentee system has to be updated

ACADEMIC CELL

PRINCIPAL

Santhiram College of Pharmacy