**OFFICE ORDER**

 Date: 04.01.2022

 Sub:- SCOP-Constitution of College Academic Committee-Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for College Academic Committee for the year 2022-23.

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| COLLEGE ACADEMIC COMMITTEE FOR THE ACADEMIC YEAR 2022-23. |
| S. No. | Name&Department | Designation | Signature |
| 1 | Dr.Aravinda Reddy& Pharmaceutical Chemistry | Chairman |  |
| 2 | Shiva Srikrishna& Pharmaceutics | Convener |  |
| 3 | Dr.Y.Sirisha& Pharmaceutics | Member |  |
| 4 | K.Radhika & Pharmaceutical Chemistry | Member |  |
| 5 | B.Sudhakar& Pharmaceutical Chemistry | Member |  |
| 6 | B.Krishna& Pharmacognosy | Member |  |
| 7 | A.Srikanth& Pharmaceutics | Member |  |
| 8 | T.Swathi & Pharmacology | Member |  |

Circulation to above staff /HODs/Admin/others

 Principal

Date-5/1/2022

**CIRCULAR**

All the members of the college academic committee are here by informed that a meeting will be held on 6th January 2022 at 11:30 am at CAC room, All the members are requested to attend the meeting.

AGENDA

1. Encourage students to take up skill development programmes during summer.
2. Take the classes according to the time table and follow strictly the class timings
3. Plan to conduct Workshop/Seminar for students
4. Details about syllabus completion and student progress in mid examination

CC:

All CACmembers PRINCIPAL

 Date7/1/2022

Minutes of the CAC meeting held on 6/01/2022

|  |  |
| --- | --- |
| Plan of Action | Achievements/outcomes |
| 1. Teaching Learning Process
 | 1. Review on End examination Results
2. Monitoring daily attendance for students
3. Review on Student mentoring system
4. Discussion about to conduct FDP work shop for students
5. Syllabus review by HOD & Principal
6. Faculty members were informed to submit subject related Handouts with Soft and Hard copy
 |

The following faculty members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| COLLEGE ACADEMIC COMMITTEE FOR THE ACADEMIC YEAR 2022-23. |
| S. No. | Name&Department | Designation | Signature |
| 1 | Dr.Aravinda Reddy& Pharmaceutical Chemistry | Chairman |  |
| 2 | Shiva Srikrishna& Pharmaceutics | Convener |  |
| 3 | Dr.Y.Sirisha& Pharmaceutics | Member |  |
| 4 | K.Radhika & Pharmaceutical Chemistry | Member |  |
| 5 | B.Sudhakar& Pharmaceutical Chemistry | Member |  |
| 6 | B.Krishna& Pharmacognosy | Member |  |
| 7 | A.Srikanth& Pharmaceutics | Member |  |
| 8 | T.Swathi & Pharmacology | Member |  |

Date-6/6/2022

**CIRCULAR**

All the members of the college academic committee are here by informed that a meeting will be held on 7rd June 2022 at 11:30 am at College Academic Committee room, All the members are requested to attend the meeting.

AGENDA

1. Details about syllabus completion and student progress in mid examination
2. Encourage students to take up skill development programmes during summer.
3. Take the classes according to the time table and follow strictly the class timings
4. Plan to conduct Workshop/Seminar for students

CC:

All CACmembers PRINCIPAL

 Date: 4/3/2021

Minutes of the CAC meeting held on 3/3/2021

|  |  |
| --- | --- |
| Plan of Action | Achievements/outcomes |
| 1. Teaching Learning Process
 | 1. Faculty members were informed to submit subject related Handouts with Soft and Hard copy
2. Monitoring daily attendance for students
3. Syllabus review by Principal
4. Review on Student mentoring system
5. Discussion about to conduct FDP work shop for students
 |

 PRINCIPAL

The following faculty members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| COLLEGE ACADEMIC COMMITTEE FOR THE ACADEMIC YEAR 2022-23. |
| S. No. | Name&Department | Designation | Signature |
| 1 | Dr.Aravinda Reddy& Pharmaceutical Chemistry | Chairman |  |
| 2 | Shiva Srikrishna& Pharmaceutics | Convener |  |
| 3 | Dr.Y.Sirisha& Pharmaceutics | Member |  |
| 4 | K.Radhika & Pharmaceutical Chemistry | Member |  |
| 5 | B.Sudhakar& Pharmaceutical Chemistry | Member |  |
| 6 | B.Krishna& Pharmacognosy | Member |  |
| 7 | A.Srikanth& Pharmaceutics | Member |  |
| 8 | T.Swathi & Pharmacology | Member |  |

 PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

Sub:-SCOP-Constitution of Training & Placement Committee-Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for Training & Placement Committee for the year 2022-23.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Name of Faculty** | **Designation** | **Designation** | **Department** | **Signature** |
| 1 | Dr.P.Aravinda Reddy | Principal | Chairman | Pharmaceutics |  |
| 2 | Dr. K.Nagasree | Associate professor | Convener | Pharmaceutics |  |
| 3 | S.Umarani | Assistant professor | Member | Pharmaceutical Analysis |  |
| 4 | M.Shivaprasad | Assistant professor | Member | Pharmaceutics |  |
| 5 | Dr.Prathyusha | Assistant professor | Member | Pharm.D |  |
| 6 | B.Manasa | Assistant professor | Member | Pharmacology |  |
| 7 | V.Balamani | Assistant professor | Member | Pharmaceutical Analysis |  |
| 8 | N.Sravya | Assistant professor | Member | Pharmaceutical Analysis |  |
| 9 | Ch.Srinivas | Assistant professor | Member | Pharmacology |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date-5/1/2022

**CIRCULAR**

All the members of the Training and placement committee are here by informed that a meeting will be held on 6th January 2022 at 11:30 am at office room, all the members are requested to attend the meeting.

AGENDA

* Continuous interactions with placement organizations and conducting placement events.
* Training classes have to be organized to all the final year students.
* Guidance and practice for General Aptitude Tests

CC:

All members of the committee PRINCIPAL

 Date-7/1/2022

Minutes of meeting

1. Welcome by the chairman of the committee.
2. Discussed with the members that there should be Continuous interactions with placement organizations and conducting placement events.
3. Training classes have to be organized to all the final year students.
4. Guidance and practice for General Aptitude Tests
5. Vote of thanks by the chairman of the committee

The following members were attended for the meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Name of Faculty** | **Designation** | **Designation** | **Department** | **Signature** |
| 1 | Dr.P.Aravinda Reddy | Principal | Chairman | Pharmaceutics |  |
| 2 | Dr. K.Nagasree | Associate professor | Convener | Pharmaceutics |  |
| 3 | S.Umarani | Assistant professor | Member | Pharmaceutical Analysis |  |
| 4 | M.Shivaprasad | Assistant professor | Member | Pharmaceutics |  |
| 5 | Dr.Prathyusha | Assistant professor | Member | Pharm.D |  |
| 6 | B.Manasa | Assistant professor | Member | Pharmacology |  |
| 7 | V.Balamani | Assistant professor | Member | Pharmaceutical Analysis |  |
| 8 | N.Sravya | Assistant professor | Member | Pharmaceutical Analysis |  |
| 9 | Ch.Srinivas | Assistant professor | Member | Pharmacology |  |

 PRINCIPAL

Date-6/6/2022

**CIRCULAR**

All the members of the Training and placement committee are here by informed that a meeting will be held on 7th

June 2022 at 11:30 am at office room, all the members are requested to attend the meeting.

AGENDA

* Conducting Mock sessions and Group Discussions.
* Imparting techniques for interviews Communication presentation and General Management skills.
* Conducting Guest lectures by professionals in the industry so as to expose the students to the latest innovations

CC:

All members of the committee PRINCIPAL

Date-8/6/2022

Minutes of meeting

1. Welcome by the chairman of the committee.
2. Discussed about Conducting Mock sessions and Group Discussions.
3. Discussed about imparting techniques for interviews Communication presentation and General Management skills.
4. Conducting Guest lectures by professionals in the industry so as to expose the students to the latest innovations
5. Vote of thanks by the chairman of the committee

The following members were attended for the meeting

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Name of Faculty** | **Designation** | **Designation** | **Department** | **Signature** |
| 1 | Dr.P.Aravinda Reddy | Principal | Chairman | Pharmaceutics |  |
| 2 | Dr. K.Nagasree | Associate professor | Convener | Pharmaceutics |  |
| 3 | S.Umarani | Assistant professor | Member | Pharmaceutical Analysis |  |
| 4 | M.Shivaprasad | Assistant professor | Member | Pharmaceutics |  |
| 5 | Dr.Prathyusha | Assistant professor | Member | Pharm.D |  |
| 6 | B.Manasa | Assistant professor | Member | Pharmacology |  |
| 7 | V.Balamani | Assistant professor | Member | Pharmaceutical Analysis |  |
| 8 | N.Sravya | Assistant professor | Member | Pharmaceutical Analysis |  |
| 9 | Ch.Srinivas | Assistant professor | Member | Pharmacology |  |

 PRINCIPAL

**OFFICE ORDER**

 Date: 06.07.2022

 Sub:-Constitution of Disciplinary Committee-Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated Disciplinary Committee for the year 2022-23.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Staff Member | Designation& Dept | Nominate Designation for the Committee |
| 1 | Dr.P.Aravinda Reddy | Principal, Pharmaceutics | Chairman |
| 2 | B.Sudhakar | Assistant professor,Pharmaceutical chemistry | Convener |
| 3 | G.Soujanya | Assistant professor, Pharmaceutics | Member |
| 4 | G.Suresh | Assistant professor, Pharmaceutics | Member |
| 5 | S.Umarani | Assistant professor, Pharmaceutical Analysis | Member |
| 6 | Shivaprasad | Assistant professor, Pharmaceutics | Member |
| 7 | B.Manasa | Assistant professor, Pharmacology | Member |
| 8 | R.Mounika | Exam Branch I/C, Pharmaceutical Analysis | Member |
| 9 | Vanajakshi | A.O. | Member |

Circulation to above staff /HODs/Admin/others

 Principal

Date-8/7/2022

**CIRCULAR**

All the members of the Disciplinary committee are here by informed that a meeting will be held on 9th July 2022 at 11:30 am at office room, All the members are requested to attend the meeting.

AGENDA

* This committee provides a platform to express their grievances freely without any fear of being victimized.
* To develop healthy atmosphere in the institute which ensures zero tolerance to sexual harassment discrimination and gender

CC:

All members of the committee PRINCIPAL

 Date-9/7/2022

Minutes of meeting

1. Welcome by the chairman of the committee.
2. Discussed to develop healthy atmosphere in the institute which ensures zero tolerance to sexual harassment discrimination and gender
3. This committee provides a platform to express their grievances freely without any fear of being victimized
4. Vote of thanks by the chairman of the committee

The following members were attended for the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Staff Member | Designation& Dept | Nominate Designation for the Committee |
| 1 | Dr.P.Aravinda Reddy | Principal, Pharmaceutics | Chairman |
| 2 | B.Sudhakar | Assistant professor,Pharmaceutical chemistry | Convener |
| 3 | G.Soujanya | Assistant professor, Pharmaceutics | Member |
| 4 | G.Suresh | Assistant professor, Pharmaceutics | Member |
| 5 | S.Umarani | Assistant professor, Pharmaceutical Analysis | Member |
| 6 | Shivaprasad | Assistant professor, Pharmaceutics | Member |
| 7 | B.Manasa | Assistant professor, Pharmacology | Member |
| 8 | R.Mounika | Exam Branch I/C, Pharmaceutical Analysis | Member |
| 9 | Vanajakshi | A.O. | Member |

 PRINCIPAL

Date-9/1/2023

**CIRCULAR**

All the members of the Disciplinary committee are here by informed that a meeting will be held on 10th January 2023 at 11:30 am at office room, All the members are requested to attend the meeting.

AGENDA

1. The women employees / students can raise their grievances through sms / call / email / letter / website.
2. This committee takes the responsibility for ensuring the prohibition and redressal of any kind of women grievances in the institute

CC:

All members of the committee PRINCIPAL

 Date-10/1/2023

Minutes of meeting

1. Welcome by the chairman of the committee.

Discussion as Following …..

1. The women employees / students can raise their grievances through sms / call / email / letter / website.
2. This committee takes the responsibility for ensuring the prohibition and redressal of any kind of women grievances in the institute
3. Vote of thanks by the chairman of the committee

The following members were attended for the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Staff Member | Designation& Dept | Nominate Designation for the Committee |
| 1 | Dr.P.Aravinda Reddy | Principal, Pharmaceutics | Chairman |
| 2 | B.Sudhakar | Assistant professor,Pharmaceutical chemistry | Convener |
| 3 | G.Soujanya | Assistant professor, Pharmaceutics | Member |
| 4 | G.Suresh | Assistant professor, Pharmaceutics | Member |
| 5 | S.Umarani | Assistant professor, Pharmaceutical Analysis | Member |
| 6 | Shivaprasad | Assistant professor, Pharmaceutics | Member |
| 7 | B.Manasa | Assistant professor, Pharmacology | Member |
| 8 | R.Mounika | Exam Branch I/C, Pharmaceutical Analysis | Member |
| 9 | Vanajakshi | A.O. | Member |

 PRINCIPAL

**OFFICE ORDER**

 Date: 07.07.2022

 Sub:-Samskruti College Of Pharmacy -Constitution of Grievance Redressal Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated Grievance Redressal Committee for the year 2022-23.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Staff Member | Committee Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal |  Chairman |  |
| 2 | Dr.Y.Sirisha, Associate.Prof. Pharmaceutics | Convener |  |
| 3 | Madhulika,Pharmaceutical Analysis | Member |  |
| 4 | R.Mounika, Pharmaceutical Analysis | Member |  |
| 5 | T.Swathi, Pharmacology | Member |  |
| 6 | Chaithanyaprasad, Pharmaceutical chemistry | Member |  |
| 7 | Dr.Smitha Madhuri,.PharmD | Member |  |
| 8 | Hanumanthu. Pharmaceutics | Member |  |

Circulation to

Al l the committee members Principal

Date: 07.07.2022

**CIRCULAR**

All the members of the Grievance Redressal committee are here by informed that a meeting will be held on 8th July 2022 at 12:30 pm principal Chamber, All the members are requested to attend the meeting.

AGENDA

* To uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc

 Cc Principal

To all committee members

Date: 07.07.2022

Minutes of meeting

1. Welcome by the chairman of the committee.
2. Discussed about to uphold the dignity of the College by ensuring strife free atmosphere in the College through promotion of cordial Student-Student relationship and Student-teacher relationship etc
3. Vote of thanks by the chairman of the committee

The following members were attended the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Staff Member | Committee Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal |  Chairman |  |
| 2 | Dr.Y.Sirisha, Associate.Prof. Pharmaceutics | Convener |  |
| 3 | Madhulika,Pharmaceutical Analysis | Member |  |
| 4 | R.Mounika, Pharmaceutical Analysis | Member |  |
| 5 | T.Swathi, Pharmacology | Member |  |
| 6 | Chaithanyaprasad, Pharmaceutical chemistry | Member |  |
| 7 | Dr.Smitha Madhuri,.PharmD | Member |  |
| 8 | Hanumanthu. Pharmaceutics | Member |  |

 Principal

Date: 07.01.2023

**CIRCULAR**

All the members of the Grievance Redressal committee are here by informed that a meeting will be held on 7th January 2023 at 12:30 pm principal Chamber, All the members are requested to attend the meeting.

AGENDA

* To provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the institute.

Cc

To all committee members

 Principal

 Date: 09.01.2023

**Minutes of meeeting**

1. Welcome by the chairman of the committee.
2. Discussed about to provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students in order to maintain a harmonious educational atmosphere in the institute.
3. Vote of thanks by the chairman of the committee

The following members were attended the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | Name of the Staff Member | Committee Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal |  Chairman |  |
| 2 | Dr.Y.Sirisha, Associate.Prof. Pharmaceutics | Convener |  |
| 3 | Madhulika,Pharmaceutical Analysis | Member |  |
| 4 | R.Mounika, Pharmaceutical Analysis | Member |  |
| 5 | T.Swathi, Pharmacology | Member |  |
| 6 | Chaithanyaprasad, Pharmaceutical chemistry | Member |  |
| 7 | Dr.Smitha Madhuri,.PharmD | Member |  |
| 8 | Hanumanthu. Pharmaceutics | Member |  |

 Principal

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Students Affairs, welfare and Alumni Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated Alumni & Students Affairs Committee for the year 2022-23.

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| ALUMNI AND STUDENT AFFAIRS COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Adithyamathur,Asst.prof, Pharmaceutical chemistry | Convener |  |
| 3 | R.Mounika, Pharmaceutical Analysis | Member |  |
| 4 | O.Sruthi, Pharmaceutical Analysis | Member |  |
| 5 | S.kiran, Pharmaceutics | Member |  |
| 6 | Dr.K.Pavithra.PharmD | Member |  |
| 7 | Hanumanthu. Pharmaceutics | Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the Students Affairs, welfare and Alumni committee are here by informed that a meeting will be held on 6th January 2022 at 12:30 pm principal Chamber, All the members are requested to attend the meeting.

AGENDA

* Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.
* Registration of all the outgoing students as alumni members and maintenance of the database.
* Collects and compiles information of the distinguished alumni. viz.. their achievements, progress and successful careers.

Cc:

To all committee members

PRINCIPAL

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

Discussed about the following……

* Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute
* Registration of all the outgoing students as alumni members and maintenance of the database.
* Collects and compiles information of the distinguished alumni. viz.. their achievements, progress and successful careers.

.

 Vote of thanks by the chairman of the committee

The following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| ALUMNI AND STUDENT AFFAIRS COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Adithyamathur,Asst.prof, Pharmaceutical chemistry | Convener |  |
| 3 | R.Mounika, Pharmaceutical Analysis | Member |  |
| 4 | O.Sruthi, Pharmaceutical Analysis | Member |  |
| 5 | S.kiran, Pharmaceutics | Member |  |
| 6 | Dr.K.Pavithra.PharmD | Member |  |
| 7 | Hanumanthu. Pharmaceutics | Member |  |

 PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Students Affairs, welfare and Alumni committee are here by informed that a meeting will be held on 7th June 2022 at 12:30 pm principal Chamber, All the members are requested to attend the meeting.

AGENDA

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1. Responsible for establishing alumni chapters and conducting their annual meets frequently.
2. Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation update the same regularly
3. Establishes the network of the alumni and present students through seminars. guest lectures, workshops etc.

Cc

To all committee members

PRINCIPAL

Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

Discussed about the following……

1. Responsible for establishing alumni chapters and conducting their annual meets frequently.
2. Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation update the same regularly
3. Establishes the network of the alumni and present students through seminars. guest lectures, workshops etc.

 Vote of thanks by the chairman of the committee

The following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| ALUMNI AND STUDENT AFFAIRS COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Adithyamathur,Asst.prof, Pharmaceutical chemistry | Convener |  |
| 3 | R.Mounika, Pharmaceutical Analysis | Member |  |
| 4 | O.Sruthi, Pharmaceutical Analysis | Member |  |
| 5 | S.kiran, Pharmaceutics | Member |  |
| 6 | Dr.K.Pavithra.PharmD | Member |  |
| 7 | Hanumanthu. Pharmaceutics | Member |  |

PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Admission Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for Admission committee

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| ADMISSION COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy, Principal, Pharmaceutical chemistry | Chairman |  |
| 2 | Mastan,AO | Convener |  |
| 3 | Mercy Florence,Pharmacoogy | Member |  |
| 4 | P.Chandrashekar, Phrmaceutics | Member |  |
| 5 | S.Kiran, Phrmaceutics | Member |  |
| 6 | K.Sujitha, Phrmaceutics | Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the Admission Committee are here by informed that a meeting will be held on 6th January 2022 at 11:30 am principal Chamber, All the members are requested to attend the meeting.

AGENDA

* To act as a coordinator with other college committees and faculty staff to receive and to give suggestions regarding admissions.
* To prepare list of admitted students and to submit to principal.
* To check original documents of the students.
* To keep personal file of the students with proper certificates.

CC-

To all committee members

PRINCIPAL

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

1. To act as a coordinator with other college committees and faculty staff to receive and to give suggestions regarding admissions.
2. To prepare list of admitted students and to submit to principal.
3. To check original documents of the students.
4. To keep personal file of the students with proper certificates

Vote of thanks by the chairman of the committee

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| ADMISSION COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Mastan,AO | Convener |  |
| 3 | Mercy Florence,Pharmacoogy | Member |  |
| 4 | P.Chandrashekar, Phrmaceutics | Member |  |
| 5 | S.Kiran, Phrmaceutics | Member |  |
| 6 | K.Sujitha, Phrmaceutics | Member |  |

 PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Admission Committee are here by informed that a meeting will be held on 7th June 2022 at 11:30 am principal Chamber, All the members are requested to attend the meeting.

AGENDA

1. To check original documents of the students.
2. To keep personal file of the students with proper certificates
3. To prepare list of admitted students and to submit to principal
4. To act as a coordinator with other college committees and faculty staff to receive and to give suggestions regarding admissions

CC-

To all committee members

PRINCIPAL

Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

1. To check original documents of the students.
2. To keep personal file of the students with proper certificates
3. To prepare list of admitted students and to submit to principal
4. To act as a coordinator with other college committees and faculty staff to receive and to give suggestions regarding admissions.

Vote of thanks by the chairman of the committee

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| ADMISSION COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Mastan,AO | Convener |  |
| 3 | Mercy Florence,Pharmacoogy | Member |  |
| 4 | P.Chandrashekar, Phrmaceutics | Member |  |
| 5 | S.Kiran, Phrmaceutics | Member |  |
| 6 | K.Sujitha, Phrmaceutics | Member |  |

 PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Library Advisory/e-Resource Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for Library committee

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| LIBRARY ADVISORY/e-RESOURCE COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | G.Anithamma,LIBRARIAN | Convener |  |
| 3 | G.Rathnakumari, Msc Maths | Member |  |
| 4 | T.Vijayalaxmi, Pharmaceutical chemistry | Member |  |
| 5 | L.Devikamma, Pharmaceutics | Member |  |
| 6 | Dr.Smithamadhuri.Pharm.D | Member |  |
| 7 | T.Swathi, Pharmacology | Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the Library Advisory/e-Resource Committee are here by informed that a meeting will be held on 6th January 2022 at 10:30 am principal Chamber, All the members are requested to attend the meeting.

AGENDA

1. To check the students whether they carry their ID cards with them whenever they visit the library or computer lab. No bags or books are allowed inside
2. To check whether Issue and renewal of books is as per college rules,
3. To check the students are expected to maintain strict silence in the library.
4. Any damage to the library must be compensated

CC-

To all committee members

PRINCIPAL

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

1. To check the students whether they carry their ID cards with them whenever they visit the library or computer lab. No bags or books are allowed inside
2. To check whether Issue and renewal of books is as per college rules,
3. To check the students are expected to maintain strict silence in the library.
4. Any damage to the library must be compensated.

Vote of thanks by the chairman of the committee

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| LIBRARY ADVISORY/e-RESOURCE COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | G.Anithamma,LIBRARIAN | Convener |  |
| 3 | G.Rathnakumari, Msc Maths | Member |  |
| 4 | T.Vijayalaxmi, Pharmaceutical chemistry | Member |  |
| 5 | L.Devikamma, Pharmaceutics | Member |  |
| 6 | Dr.Smithamadhuri.Pharm.D | Member |  |
| 7 | T.Swathi, Pharmacology | Member |  |

 PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Library Advisory/e-Resource Committee are here by informed that a meeting will be held on 7th June 2022 at 10:30 am principal Chamber, All the members are requested to attend the meeting.

AGENDA

1. To check the students are expected to maintain strict silence in the library.
2. Any damage to the library must be compensated
3. To check the students whether they carry their ID cards with them whenever they visit the library or computer lab. No bags or books are allowed inside
4. To check whether Issue and renewal of books is as per college rules,

CC-

To all committee members

PRINCIPAL

Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

1. To check the students are expected to maintain strict silence in the library.
2. Any damage to the library must be compensated
3. To check the students whether they carry their ID cards with them whenever they visit the library or computer lab. No bags or books are allowed inside
4. To check whether Issue and renewal of books is as per college rules,

Vote of thanks by the chairman of the committee

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| LIBRARY ADVISORY/e-RESOURCE COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | G.Anithamma,LIBRARIAN | Convener |  |
| 3 | G.Rathnakumari, Msc Maths | Member |  |
| 4 | T.Vijayalaxmi, Pharmaceutical chemistry | Member |  |
| 5 | L.Devikamma, Pharmaceutics | Member |  |
| 6 | Dr.Smithamadhuri.Pharm.D | Member |  |
| 7 | T.Swathi, Pharmacology | Member |  |

PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Institutional innovative council/R&D cell -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for of Institutional innovative council/R&D for the academic year 2022-2023

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name of Faculty and Department | Designation  | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Principal & Chairman |  |
| 2 | Dr.Nagasree, Pharmaceutics | Prof & Convener |  |
| 3 | Ch.Sushma, Pharmaceutical Analysis | Asst.Prof & Member |  |
| 4 | Adithya mathur, Pharmaceutical chemistry | Asst.Prof & Member |  |
| 5 | T.Swathi, Pharmacology | Asst.Prof & Member |  |
| 6 | P.Chandrashekar, Pharmaceutics | Asst.Prof & Member |  |
| 7 | Thanusha, Pharmaceutical Analysis | Asst.Prof & Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

 Date: 05.01.2022

**CIRCULAR**

All the members of the Institutional innovative council/R&D cell committee are here by informed that a meeting will be held on 6th January 2022 at 1:30 pm at board room, All the members are requested to attend the meeting.

AGENDA:

* To facilitate collaborations with researchers from premier Institutions and to encourage joint research venture in the latest technology.
* To conduct seminars, workshops, conferences and training programmes for inculcating research interest among faculty.

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* To facilitate collaborations with researchers from premier Institutions and to encourage joint research venture in the latest technology.
* To conduct seminars, workshops, conferences and training programmes for inculcating research interest among faculty.

Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name of Faculty and Department | Designation  | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Principal & Chairman |  |
| 2 | Dr.Nagasree, Pharmaceutics | Prof & Convener |  |
| 3 | Ch.Sushma, Pharmaceutical Analysis | Asst.Prof & Member |  |
| 4 | Adithya mathur, Pharmaceutical chemistry | Asst.Prof & Member |  |
| 5 | T.Swathi, Pharmacology | Asst.Prof & Member |  |
| 6 | P.Chandrashekar, Pharmaceutics | Asst.Prof & Member |  |
| 7 | Thanusha, Pharmaceutical Analysis | Asst.Prof & Member |  |

 PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Institutional innovative council/R&D cell committee are here by informed that a meeting will be held on 7th June 2022 at 1:30 pm at board room, All the members are requested to attend the meeting.

AGENDA:

* To encourage and motivate faculty for submitting proposals to externally funded research and development projects.
* To support interdisciplinary and multidisciplinary research, product design and development, publications in national and international journals of high standard.

Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* To encourage and motivate faculty for submitting proposals to externally funded research and development projects.
* To support interdisciplinary and multidisciplinary research, product design and development, publications in national and international journals of high standard.

Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name of Faculty and Department | Designation  | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Principal & Chairman |  |
| 2 | Dr.Nagasree, Pharmaceutics | Prof & Convener |  |
| 3 | Ch.Sushma, Pharmaceutical Analysis | Asst.Prof & Member |  |
| 4 | Adithya mathur, Pharmaceutical chemistry | Asst.Prof & Member |  |
| 5 | T.Swathi, Pharmacology | Asst.Prof & Member |  |
| 6 | P.Chandrashekar, Pharmaceutics | Asst.Prof & Member |  |
| 7 | Thanusha, Pharmaceutical Analysis | Asst.Prof & Member |  |

 PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Canteen Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for Canteen Committee for the academic year 2022-2023

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name of Faculty&Department | Designation | Signature |
| 1 | P.Chandrashekar,Pharmaceutical chemistry | Convener |  |
| 2 | N.Rajashekar,Pharmacology | Asst.Prof & Member |  |
| 3 | D.Srinivas, Pharmacology | Asst.Prof & Member |  |
| 4 | K.Manisha, Pharmaceutical Analysis | Asst.Prof & Member |  |
| 5 | E.Shamantha, Pharmaceutical Analysis | Asst.Prof & Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

 Date: 05.01.2022

**CIRCULAR**

All the members of the canteen committee are here by informed that a meeting will be held on 6th January 2022 at 2:30 pm at board room, All the members are requested to attend the meeting.

AGENDA:

* To maintain healthy food at canteen
* To give concession of 50% to the faculty
* To prepare the food on time.

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* To maintain healthy food at canteen
* To give concession of 50% to the faculty
* To prepare the food on time.

Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Name of Faculty&Department | Designation | Signature |
| 1 | P.Chandrashekar,Pharmaceutical chemistry | Convener |  |
| 2 | N.Rajashekar,Pharmacology | Asst.Prof & Member |  |
| 3 | D.Srinivas, Pharmacology | Asst.Prof & Member |  |
| 4 | K.Manisha, Pharmaceutical Analysis | Asst.Prof & Member |  |
| 5 | E.Shamantha, Pharmaceutical Analysis | Asst.Prof & Member |  |

 PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

Sub:-SCOP-Constitution of Transport Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for Transport Committee for the academic year 2022-2023

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| TRANSPORT COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Mastan,Sr. Asst., ADMIN, | Chairman |  |
| 2 | K.Anand Kumar, Pharmacology | Convener |  |
| 3 | G.Suresh, Pharmaceutics | Member |  |
| 4 | k.Manisha, Pharmaceutical Analysis | Member |  |
| 5 | S.Kiran, Pharmaceutics | Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the Transport committee are here by informed that a meeting will be held on 6h January 2022 at 2:30 pm at Smart room, All the members are requested to attend the meeting.

AGENDA:

* Maintain pick up and drop schedule with time table of all the constituent colleges and departments maintain vehicles in a safe and roadworthy condition at all times.
* Maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorized service provider.

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* Maintain pick up and drop schedule with time table of all the constituent colleges and departments maintain vehicles in a safe and roadworthy condition at all times.
* Maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorized service provider.

Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| TRANSPORT COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Mastan,Sr. Asst., ADMIN, | Chairman |  |
| 2 | K.Anand Kumar, Pharmacology | Convener |  |
| 3 | G.Suresh, Pharmaceutics | Member |  |
| 4 | k.Manisha, Pharmaceutical Analysis | Member |  |
| 5 | S.Kiran, Pharmaceutics | Member |  |

 PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Transport committee are here by informed that a meeting will be held on 7th June 2022 at 2:30 pm at Smart room, All the members are requested to attend the meeting.

AGENDA:

* Maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorized service provider
* Maintain pick up and drop schedule with time table of all the constituent colleges and departments maintain vehicles in a safe and roadworthy condition at all times.
* Collection of transportation amount from the students

Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* Maintain vehicles in accordance with the manufacturer's recommended service schedule by an authorized service provider
* Maintain pick up and drop schedule with time table of all the constituent colleges and departments maintain vehicles in a safe and roadworthy condition at all times.

Vote of thanks by the chairman of the committee

* Collection of transportation amount from the students

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| TRANSPORT COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Mastan,Sr. Asst., ADMIN, | Chairman |  |
| 2 | K.Anand Kumar, Pharmacology | Convener |  |
| 3 | G.Suresh, Pharmaceutics | Member |  |
| 4 | k.Manisha, Pharmaceutical Analysis | Member |  |
| 5 | S.Kiran, Pharmaceutics | Member |  |

 PRINCIPAL

**]**

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Sport & Cultural Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for Sport & Games Committee

for the academic year 2022-2023

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | Name of the faculty | Designation | Signature |
| 1. | Dr.P.Aravinda Reddy, | Professor & Principal |  |
| 2. | G.Soujanya Daniel, Pharmaceutics | Asst.Prof& Convenor |  |
| 3. | Mahesh | Physical director |  |
| 4. | Dr.Rajendraprasad, PharmD | Asst.Prof& member |  |
| 5. | D.Srinivas, Pharmacology | Asst.Prof&member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the Sport & Cultural committee are here by informed that a meeting will be held on 6th January 2022 at 2:30 pm at Smart room, all the members are requested to attend the meeting.

AGENDA:

* Prepare Action Plan for the year.
* Indicate requirement of sports items and maintain all types of sporting inventory.
* Organize intra-college competitions at the college level.
* Assist and encourage the students to participate actively in organizing and conducting various sports and games both indoor and outdoor in the college.
* Maintain records of sports and games events attended by students within the college, within the university and outside at the region/state /national level and their achievements/ awards.
* Submit annual report on the sports/ events and budget allocations & spent during the year.
* To organize the Yoga program for keeping good health and mind.

Cc:

To all the committee members

 PRINCIPAL

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

1. Prepare Action Plan for the year.
2. Indicate requirement of sports items and maintain all types of sporting inventory.
3. Organize intra-college competitions at the college level.
4. Assist and encourage the students to participate actively in organizing and conducting various sports and games both indoor and outdoor in the college.
5. Maintain records of sports and games events attended by students within the college, within the university and outside at the region/state /national level and their achievements/ awards.
6. Submit annual report on the sports/ events and budget allocations & spent during the year.
7. To organize the Yoga program for keeping good health and mind.

Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | Name of the faculty | Designation | Signature |
| 1. | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Professor & Principal |  |
| 2. | G.Soujanya Daniel, Pharmaceutics | Asst.Prof& Convenor |  |
| 3. | Mahesh | Physical director |  |
| 4. | Dr.Rajendraprasad, PharmD | Asst.Prof& member |  |
| 5. | D.Srinivas, Pharmacology | Asst.Prof&member |  |

PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Sport & Cultural committee are here by informed that a meeting will be held on 7th June 2022 at 2:30 pm at Smart room, all the members are requested to attend the meeting.

AGENDA:

1. Coordinate with the Vice-Principal, Principal in obtaining permission to hold sports events in the college campus.
2. Recommending students to participate in the intra or inter-college events.
3. Recommending sanction for Entry/Registration Fees to participate in various sports events.
4. To ensure the healthy environment for conducting various sports and games in the college premises.
5. To organize and motivate the students to actively participate in intra and inter college level sports and games competitions.
6. To ensure the sportsmanship among students by giving training with help of coaches for different games and sports.
7. To facilitate the environment with general physical fitness through Multi Gym and Fitness Equipment’s in the college premises..
8. Approach the government organizations to get grants in sports/gymnasium etc.

Cc:

To all the committee members

 PRINCIPAL

Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

1. Coordinate with the Vice-Principal, Principal in obtaining permission to hold sports events in the college campus.
2. Recommending students to participate in the intra or inter-college events.
3. Recommending sanction for Entry/Registration Fees to participate in various sports events.
4. To ensure the healthy environment for conducting various sports and games in the college premises.
5. To organize and motivate the students to actively participate in intra and inter college level sports and games competitions.
6. To ensure the sportsmanship among students by giving training with help of coaches for different games and sports.
7. To facilitate the environment with general physical fitness through Multi Gym and Fitness Equipment’s in the college premises..
8. Approach the government organizations to get grants in sports/gymnasium etc.

 PRINCIPAL

Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Sl No | Name of the faculty | Designation | Signature |
| 1. | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Professor & Principal |  |
| 2. | G.Soujanya Daniel, Pharmaceutics | Asst.Prof& Convenor |  |
| 3. | Mahesh | Physical director |  |
| 4. | Dr.Rajendraprasad, PharmD | Asst.Prof& member |  |
| 5. | D.Srinivas, Pharmacology | Asst.Prof&member |  |

PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Examination/Time table Committee -Nomination of the members-Reg

\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for exam branch Committee for the academic year 2022-2023

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| EXAMINATION/TIME TABLE COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | B.Krishna, Asst.prof, Pharmacognosy | Convener |  |
| 3 |  R.Mounika, Pharmaceutical Analysis  | Co-Convener |  |
| 4 | Dr.Surya devarakonda,Prof.HOD,Pharmacology | Member |  |
| 5 | Dr.V.Ravikumar, Prof.HOD,Pharmaceutical Analysis | Member |  |
| 6 | Dr.Aravindareddy, Prof.HOD, Pharmaceutical chemistry | Member |  |
| 7 | Shivasrikrishna, Asst.Prof, Pharmaceutics | Member |  |
| 8 | Soujanya Daniel, Asst.prof. Pharmaceutics | Member |  |
| 9 | G.Suresh, Asst.Prof, Pharmaceutics | Member |  |

Circulation to above staff /HODs/Admin/others

PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the Examination/Time table committee are here by informed that a meeting will be held on 6th January 2022 at 2:30 pm at Exam Branch, All the members are requested to attend the meeting.

AGENDA:

* To carry out examinations,publish results and award certificates (Provided by the

University and Institute) to the students who pass the final examinations.

* Keeping record of each and every issue related to the examinations and organizing

workshops and seminars for the improvement of the examination system.

Cc:

To all the committee members

 PRINCIPAL

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* To carry out examinations,publish results and award certificates (Provided by the

University and Institute) to the students who pass the final examinations.

* Keeping record of each and every issue related to the examinations and organizing

workshops and seminars for the improvement of the examination system.

Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| EXAMINATION/TIME TABLE COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | B.Krishna, Asst.prof, Pharmacognosy | Convener |  |
| 3 |  R.Mounika, Pharmaceutical Analysis  | Co-Convener |  |
| 4 | Dr.Surya devarakonda,Prof.HOD,Pharmacology | Member |  |
| 5 | Dr.V.Ravikumar, Prof.HOD,Pharmaceutical Analysis | Member |  |
| 6 | Dr.Aravindareddy, Prof.HOD, Pharmaceutical chemistry | Member |  |
| 7 | Shivasrikrishna, Asst.Prof, Pharmaceutics | Member |  |
| 8 | Soujanya Daniel, Asst.prof. Pharmaceutics | Member |  |
| 9 | G.Suresh, Asst.Prof, Pharmaceutics | Member |  |

 PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Examination/Time table committee are here by informed that a meeting will be held on 7th June 2022 at 2:30 pm at Exam Branch, All the members are requested to attend the meeting.

AGENDA:

* Keeping record of each and every issue related to the examinations and organizing

workshops and seminars for the improvement of the examination system.

* To carry out examinations,publish results and award certificates (Provided by the

University and Institute) to the students who pass the final examinations.

Cc:

To all the committee members

 PRINCIPAL

Date: 08.06.2021

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* Keeping record of each and every issue related to the examinations and organizing

workshops and seminars for the improvement of the examination system.

* To carry out examinations, publish results and award certificates (Provided by the

University and Institute) to the students who pass the final examinations.

Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | B.Krishna, Asst.prof, Pharmacognosy | Convener |  |
| 3 |  R.Mounika, Pharmaceutical Analysis  | Co-Convener |  |
| 4 | Dr.Surya devarakonda,Prof.HOD,Pharmacology | Member |  |
| 5 | Dr.V.Ravikumar, Prof.HOD,Pharmaceutical Analysis | Member |  |
| 6 | Dr.Aravindareddy, Prof.HOD, Pharmaceutical chemistry | Member |  |
| 7 | Shivasrikrishna, Asst.Prof, Pharmaceutics | Member |  |
| 8 | Soujanya Daniel, Asst.prof. Pharmaceutics | Member |  |
| 9 | G.Suresh, Asst.Prof, Pharmaceutics | Member |  |

 PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Website Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for of Public Relations, Press & Media Committee for the academic year 2022-2023

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| Website committee 2022-2023 |
| S. No. | Name &Department | Designation in committee | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Swathi, Pharmacology | Convener |  |
| 3 | Mahesh, System Administrator | Co-Convener |  |
| 4 | G.Rathnakumari, MSc Maths | Member |  |
| 5 | Bharadwaj, Computersciences | Member |  |
| 6 | V.Balamani, Pharmaceutical Chemistry | Member |  |
| 7 | B.Kalapana Devi, Pharmaceutical Analysis | Member |  |
| 8 | Ch.Sushma, Pharmaceutical Analysis | Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the Website committee are here by informed that a meeting will be held on 6th January 2022 at 3:30 pm at Board room, All the members are requested to attend the meeting.

AGENDA:

* The college Website Committee is responsible for maintaining the college's website.
* The committee ensure that content is up-to-date and accurate Collaborate with the campus web team to maintain current web standards, styles, protocols, etc. and build links to high level content.
* Collect and discuss feedback from college members.
* Generate and communicate ongoing task list.
* Implement new features, and determine what should be included in the website. Training programmes and hands on experience for using Computers and Internet providing exposure on ICT in the present day context.
* On-Line Information about Government Websites and Government Schemes.
* Knowledge of using Website and contacting people through e-Mail.

Cc:

To All committee members PRINCIPAL

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* The college Website Committee is responsible for maintaining the college's website.
* The committee ensure that content is up-to-date and accurate Collaborate with the campus web team to maintain current web standards, styles, protocols, etc. and build links to high level content.
* Collect and discuss feedback from college members.
* Generate and communicate ongoing task list.
* Implement new features, and determine what should be included in the website. Training programmes and hands on experience for using Computers and Internet providing exposure on ICT in the present day context.
* On-Line Information about Government Websites and Government Schemes.
* Knowledge of using Website and contacting people through e-Mail.

.

Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| Website committee 2022-2023 |
| S. No. | Name &Department | Designation in committee | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Swathi, Pharmacology | Convener |  |
| 3 | Mahesh, System Administrator | Co-Convener |  |
| 4 | G.Rathnakumari, MSc Maths | Member |  |
| 5 | Bharadwaj, Computersciences | Member |  |
| 6 | V.Balamani, Pharmaceutical Chemistry | Member |  |
| 7 | B.Kalapana Devi, Pharmaceutical Analysis | Member |  |
| 8 | Ch.Sushma, Pharmaceutical Analysis | Member |  |

 PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Website committee are here by informed that a meeting will be held on 7th June 2022 at 3:30 pm at Board room, All the members are requested to attend the meeting.

AGENDA:

* The college Website Committee is responsible for maintaining the college's website.
* The committee ensure that content is up-to-date and accurate Collaborate with the campus web team to maintain current web standards, styles, protocols, etc. and build links to high level content.
* Collect and discuss feedback from college members.
* Generate and communicate ongoing task list.
* Implement new features, and determine what should be included in the website. Training programmes and hands on experience for using Computers and Internet providing exposure on ICT in the present day context.
* On-Line Information about Government Websites and Government Schemes.
* Knowledge of using Website and contacting people through e-Mail.

Cc:

To All committee members PRINCIPAL

Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* The college Website Committee is responsible for maintaining the college's website.
* The committee ensure that content is up-to-date and accurate Collaborate with the campus web team to maintain current web standards, styles, protocols, etc. and build links to high level content.
* Collect and discuss feedback from college members.
* Generate and communicate ongoing task list.
* Implement new features, and determine what should be included in the website. Training programmes and hands on experience for using Computers and Internet providing exposure on ICT in the present day context.
* On-Line Information about Government Websites and Government Schemes.
* Knowledge of using Website and contacting people through e-Mail.

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Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| Website committee 2022-2023 |
| S. No. | Name &Department | Designation in committee | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Swathi, Pharmacology | Convener |  |
| 3 | Mahesh, System Administrator | Co-Convener |  |
| 4 | G.Rathnakumari, MSc Maths | Member |  |
| 5 | Bharadwaj, Computersciences | Member |  |
| 6 | V.Balamani, Pharmaceutical Chemistry | Member |  |
| 7 | B.Kalapana Devi, Pharmaceutical Analysis | Member |  |
| 8 | Ch.Sushma, Pharmaceutical Analysis | Member |  |

 PRINCIPAL

**OFFICE ORDER**

 Date: 4.01.2022

 Sub:-SCOP Constitution of NSS Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for of NSS Committee for the academic year 2022-2023

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| NSS COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name&Department | Designation | Signature |
| 1 | Hanumanthu,Asst.Prof,Pharmaceutical Analysis | Chairman |  |
| 2 | N.Rajashekar, Asst.prof, Pharmacology | Convener |  |
| 3 | Tejasree.S, Asst.prof, Pharmacology | Co-Convener |  |
| 4 | S.Kiran, Asst.Prof, Pharmaceutics | Member |  |
| 5 | G.Thanusha, Asst.Prof, Pharmaceutical Analysis | Member |  |
| 6 | L.Sunil, Asst.Prof, Pharmaceutics | Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the NSS committee are here by informed that a meeting will be held on 6th January 2022 at 1:30 pm at Smart room, All the members are requested to attend the meeting.

AGENDA:

* Submission of accounts, statements and programme reports to Government of India.
* Convening of meetings of State NSS Advisory Committee from time to time
* Monitoring of the programme through Universities and in consultation with NSS Regional Centre.

Cc:

To All committee members PRINCIPAL

Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

1. Submission of accounts, statements and programme reports to Government of India.
2. Convening of meetings of State NSS Advisory Committee from time to time.
3. Monitoring of the programme through Universities and in consultation with NSS Regional Centre.

 Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| NSS COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name&Department | Designation | Signature |
| 1 | Hanumanthu,Asst.Prof,Pharmaceutical Analysis | Chairman |  |
| 2 | N.Rajashekar, Asst.prof, Pharmacology | Convener |  |
| 3 | Tejasree.S, Asst.prof, Pharmacology | Co-Convener |  |
| 4 | S.Kiran, Asst.Prof, Pharmaceutics | Member |  |
| 5 | G.Thanusha, Asst.Prof, Pharmaceutical Analysis | Member |  |
| 6 | L.Sunil, Asst.Prof, Pharmaceutics | Member |  |

 PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the NSS committee are here by informed that a meeting will be held on 7th June 2022 at 1:30 pm at Smart room, All the members are requested to attend the meeting.

AGENDA:

* Submission of accounts, statements and programme reports to Government of India.
* Convening of meetings of State NSS AdvisoryCommittee from time to time
* Monitoring of the programme through Universities and in consultation with NSS Regional Centre.

Cc:

To All committee members PRINCIPAL

Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

1. Submission of accounts, statements and programme reports to Government of India.
2. Convening of meetings of State NSS AdvisoryCommittee from time to time.
3. Monitoring of the programme through Universities and in consultation with NSS Regional Centre.

 Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| NSS COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name&Department | Designation | Signature |
| 1 | Hanumanthu,Asst.Prof,Pharmaceutical Analysis | Chairman |  |
| 2 | N.Rajashekar, Asst.prof, Pharmacology | Convener |  |
| 3 | Tejasree.S, Asst.prof, Pharmacology | Co-Convener |  |
| 4 | S.Kiran, Asst.Prof, Pharmaceutics | Member |  |
| 5 | G.Thanusha, Asst.Prof, Pharmaceutical Analysis | Member |  |
| 6 | L.Sunil, Asst.Prof, Pharmaceutics | Member |  |

 PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Right to Information (RTI) Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for of Right to Information (RTI) Committee for the academic year 2022-2023

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| RTI COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Aneela, Prof ,Pharmacology | Converner |  |
| 3 | R.Madhulika, Asst .Prof Pharmaceutical Analysis | Co-Convener |  |
| 4 | Dr.Pavithra Asst .Prof PharmD | Member |  |
| 5 | Dr.Prathyusha Asst .Prof PharmD | Member |  |
| 6 | Adithya mathur Asst .Prof Pharmaceutical chemistry | Information Officer |  |
| 7 | Sravya.N Asst .Prof Pharmaceutical Analysis | Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the Right to Information committee are here by informed that a meeting will be held on 6th January 2022 at 10:00 am at Board room, All the members are requested to attend the meeting.

AGENDA:

* It coordinates follow-up action on Appeals/orders received from the Central Information Commission.
* The RTI Cell receives and thereafter forwards the RTI application to the concerned Central Public Information Officers/Public Authorities.

Cc:

To All committee members PRINCIPAL

 Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* It coordinates follow-up action on Appeals/orders received from the Central Information Commission.
* The RTI Cell receives and thereafter forwards the RTI application to the concerned Central Public Information Officers/Public Authorities.

 Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| RTI COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Aneela, Prof ,Pharmacology | Converner |  |
| 3 | R.Madhulika, Asst .Prof Pharmaceutical Analysis | Co-Convener |  |
| 4 | Dr.Pavithra Asst .Prof PharmD | Member |  |
| 5 | Dr.Prathyusha Asst .Prof PharmD | Member |  |
| 6 | Adithya mathur Asst .Prof Pharmaceutical chemistry | Information Officer |  |
| 7 | Sravya.N Asst .Prof Pharmaceutical Analysis | Member |  |

PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Right to Information committee are here by informed that a meeting will be held on 7th June 2022 at 10:30 am at Board room, All the members are requested to attend the meeting.

AGENDA:

* It coordinates follow-up action on Appeals/orders received from the Central Information Commission.
* The RTI Cell receives and thereafter forwards the RTI application to the concerned Central Public Information Officers/Public Authorities.

Cc:

To All committee members PRINCIPAL

 Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* It coordinates follow-up action on Appeals/orders received from the Central Information Commission.
* The RTI Cell receives and thereafter forwards the RTI application to the concerned Central Public Information Officers/Public Authorities.

 Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| RTI COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Aneela, Prof ,Pharmacology | Converner |  |
| 3 | R.Madhulika, Asst .Prof Pharmaceutical Analysis | Co-Convener |  |
| 4 | Dr.Pavithra Asst .Prof PharmD | Member |  |
| 5 | Dr.Prathyusha Asst .Prof PharmD | Member |  |
| 6 | Adithya mathur Asst .Prof Pharmaceutical chemistry | Information Officer |  |
| 7 | Sravya.N Asst .Prof Pharmaceutical Analysis | Member |  |

PRINCIPAL

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Intellectual Property Rights Committee (IPR) -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for of Intellectual Property Rights Committee (IPR) for the academic year 2021-2022

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| IPR COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Y.Sirisha, Asso.Prof,Pharmaceutics | Convener |  |
| 3 | Dr.Surya devarakonda,Prof.HOD,Pharmacology | Member |  |
| 4 | Dr.V.Ravikumar, Prof.HOD,Pharmaceutical Analysis | Member |  |
| 5 | Dr.Aravindareddy, Prof.HOD, Pharmaceutical chemistry | Member |  |
| 6 | B.Krishna, Asst.Prof,Pharmacognosy, Exam Branch | Member |  |
| 7 | Chaithanya Prasad,Asst.prof, Pharmaceutical chemistry | Member |  |
| 8 | Mastan, A.O | Member |  |

Circulation to above staff /HODs/Admin/others

 PRINCIPAL

Date: 05.01.2022

**CIRCULAR**

All the members of the Right to Information committee are here by informed that a meeting will be held on 6th January 2022 at 11:00 am at Board room, All the members are requested to attend the meeting.

AGENDA:

* Timely disposal of all RTI matters
* Effective monitoring/Tracking of RTI matters within the organization.
* Proper coordination with CIC (Central Information Commission) and other organizations in matters related to RTI

Cc:

To All committee members PRINCIPAL

 Date: 07.01.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* Timely disposal of all RTI matters
* Effective monitoring/Tracking of RTI matters within the organization.
* Proper coordination with CIC (Central Information Commission) and other organizations in matters related to RTI

 Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Y.Sirisha, Asso.Prof,Pharmaceutics | Convener |  |
| 3 | Dr.Surya devarakonda,Prof.HOD,Pharmacology | Member |  |
| 4 | Dr.V.Ravikumar, Prof.HOD,Pharmaceutical Analysis | Member |  |
| 5 | Dr.Aravindareddy, Prof.HOD, Pharmaceutical chemistry | Member |  |
| 6 | B.Krishna, Asst.Prof,Pharmacognosy, Exam Branch | Member |  |
| 7 | Chaithanya Prasad,Asst.prof, Pharmaceutical chemistry | Member |  |
| 8 | Mastan, A.O | Member |  |

PRINCIPAL

Date: 06.06.2022

**CIRCULAR**

All the members of the Right to Information committee are here by informed that a meeting will be held on 7th June 2022 at 11:00 am at Board room, All the members are requested to attend the meeting.

AGENDA:

* Timely disposal of all RTI matters
* Effective monitoring/Tracking of RTI matters within the organization.
* Proper coordination with CIC (Central Information Commission) and other organizations in matters related to RTI

Cc:

To All committee members PRINCIPAL

 Date: 08.06.2022

**Minutes of meeting**

 Welcome by the chairman of the committee.

 Discussed about the following……

* Timely disposal of all RTI matters
* Effective monitoring/Tracking of RTI matters within the organization.
* Proper coordination with CIC (Central Information Commission) and other organizations in matters related to RTI

 Vote of thanks by the chairman of the committee

Following members were attended the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Y.Sirisha, Asso.Prof,Pharmaceutics | Convener |  |
| 3 | Dr.Surya devarakonda,Prof.HOD,Pharmacology | Member |  |
| 4 | Dr.V.Ravikumar, Prof.HOD,Pharmaceutical Analysis | Member |  |
| 5 | Dr.Aravindareddy, Prof.HOD, Pharmaceutical chemistry | Member |  |
| 6 | B.Krishna, Asst.Prof,Pharmacognosy, Exam Branch | Member |  |
| 7 | Chaithanya Prasad,Asst.prof, Pharmaceutical chemistry | Member |  |
| 8 | Mastan, A.O | Member |  |

PRINCIPAL

**OFFICE ORDER**

 Date: 06.07.2022

 Sub: SCOP-Constitution of Sustainable environment managementCommittee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for Professional **Societies** Committee for the academic year 2022-2023

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| SUSTAINABLE ENVIRONMENT MANAGEMENTCOMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Nagasree, Assoc.prof, Pharmaceutics | Convener |  |
| 3 | G.Swathi Asst. Prof, Pharmaceutics | Co-Convener |  |
| 4 | Dr.Rafia Asst. Prof,PharmD | Member |  |
| 5 | Shiva srikrishna,Asst.prof,Pharmaceutics | Member |  |
| 6 | Dr.K.Swetha, Asst. Prof,PharmD | Member |  |

Circulation to above staff /HODs/Admin/others

 Principal

Date-8/7/2022

**CIRCULAR**

All the members of the Sustainable environment managementCommittee are here by informed that a meeting will be held on 9th  July 2022at 11:30 am at Board room, all the members are requested to attend the meeting.

AGENDA

1. To discuss and review about the existing practices of the institution for developing the sustainable environment and suggesting any changes for them.
2. Plan to conduct an awareness seminar on any aspect of sustainable environment to the campus community every year.

CC:

All the committee members

 PRINCIPAL

 Date-9/7/2022

**Minutes of Sustainable environment management Committee**

1. Welcome by the chairman of the committee.
2. Proposal was made for revision of the existing practices of waste management and other environmental sustainable measures undertaking by the institution and to make any suggestions regarding changes to them and was accepted by the committee.
3. The committee visited different areas of the campus for observing the existing systems and practices in the campus for maintaining sustainable environment.
4. Proposal was made to conduct at least one awareness seminar on any aspect of sustainable environment in the present year and was accepted by the committee.
5. Proposal was made to conduct at least one plantation program in the present year and was accepted.
6. Vote of thanks by the chairman of the committee.

Following members were attended for the meeting:

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| SUSTAINABLE ENVIRONMENT MANAGEMENTCOMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Nagasree, Assoc.prof, Pharmaceutics | Convener |  |
| 3 | G.Swathi Asst. Prof, Pharmaceutics | Co-Convener |  |
| 4 | Dr.Rafia Asst. Prof,PharmD | Member |  |
| 5 | Shiva srikrishna,Asst.prof,Pharmaceutics | Member |  |
| 6 | Dr.K.Swetha, Asst. Prof,PharmD | Member |  |

Date-9/1/2023

**CIRCULAR**

All the members of the Sustainable environment managementCommittee are here by informed that a meeting will be held on 10th  January 2023 at 11:30 am at Board room, all the members are requested to attend the meeting.

AGENDA

1. To discuss and review about the existing practices of the institution for developing the sustainable environment and suggesting any changes for them.
2. Plan to conduct an awareness seminar on any aspect of sustainable environment to the campus community every year.

CC:

All the committee members

 PRINCIPAL

 Date-10/1/2023

**Minutes of Sustainable environment management Committee**

1. Welcome by the chairman of the committee.
2. The committee visited different areas of the campus for observing the existing systems and practices in the campus for maintaining sustainable environment
3. Proposal was made for revision of the existing practices of waste management and other environmental sustainable measures undertaking by the institution and to make any suggestions regarding changes to them and was accepted by the committee.
4. Proposal was made to conduct at least one awareness seminar on any aspect of sustainable environment in the present year and was accepted by the committee.
5. Proposal was made to conduct at least one plantation program in the present year and was accepted.
6. Vote of thanks by the chairman of the committee.

Following members were attended for the meeting:

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| SUSTAINABLE ENVIRONMENT MANAGEMENTCOMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| S. No. | Name | Designation | Signature |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Nagasree, Assoc.prof, Pharmaceutics | Convener |  |
| 3 | G.Swathi Asst. Prof, Pharmaceutics | Co-Convener |  |
| 4 | Dr.Rafia Asst. Prof,PharmD | Member |  |
| 5 | Shiva srikrishna,Asst.prof,Pharmaceutics | Member |  |
| 6 | Dr.K.Swetha, Asst. Prof,PharmD | Member |  |

 PRINCIPAL

**OFFICE ORDER**

 Date: 06.07.2022

 Sub:-SCOP-Constitution of Code of conduct adherence committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for Code of conduct adherence Committee for the academic year 2022-2023

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| **CONSTITUTION OF CODE OF CONDUCT ADHERENCE COMMITTEE FOR THE ACADEMIC YEAR 2022-2023** |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | T.Vijayalaxmi, Asst.prof, Pharmaceutical Chemistry | Convener |  |
| 3 | Shiva srikrishna,, Asst.Prof, Pharmaceutics | Member |  |
| 4 | Adithya mathur,Asst.Prof, Pharmaceutical Chemistry | Member |  |
| 5 | Shazia, Asst.Prof, PharmD | Member |  |
| 6 | Dr.Rafia, Asst.Prof,PharmD | Member |  |

Circulation to above staff /HODs/Admin/others

 Principal

Date-8/7/2022

**CIRCULAR**

All the members of the Code of conduct adherence Committee are here by informed that a meeting will be held on 9h  July 2022 at 11:30 am, All the members are requested to attend the meeting.

AGENDA

1. To ensure proper student conduct at all times in the campus.
2. To ensure dignified and cultured behaviour of faculty members at all times befitting the noble teaching profession.
3. To ensure fair and honest work ethic among students and eliminate plagiarism.
4. To ensure peaceful and constructive learning environment in the institution free from harassment

CC:

All the committee members

 PRINCIPAL

 Date-9/7/2022

**Minutes of meeting of code of conduct adherence committee**

1. Welcome by the chairman of the committee.
2. Discussed to ensure proper student conduct at all times in the campus.
3. Discussed to ensure dignified and cultured behaviour of faculty members at all times befitting the noble teaching profession.
4. Discussed to ensure fair and honest work ethic among students and eliminate plagiarism.
5. Vote of thanks by the chairman of the committee.

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| **CONSTITUTION OF CODE OF CONDUCT ADHERENCE COMMITTEE FOR THE ACADEMIC YEAR 2022-2023** |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | T.Vijayalaxmi, Asst.prof, Pharmaceutical Chemistry | Convener |  |
| 3 | Shiva srikrishna,, Asst.Prof, Pharmaceutics | Member |  |
| 4 | Adithya mathur,Asst.Prof, Pharmaceutical Chemistry | Member |  |
| 5 | Shazia, Asst.Prof, PharmD | Member |  |
| 6 | Dr.Rafia, Asst.Prof,PharmD | Member |  |

The following members were attended for code of conduct Adherence committee meeting

Circulation to above staff /HODs/Admin/others

 Principal

Date-9/1/2023

**CIRCULAR**

All the members of the Code of conduct adherence Committee are here by informed that a meeting will be held on 10th  January 2023 at 11:30 am, All the members are requested to attend the meeting.

AGENDA

1. To ensure proper student conduct at all times in the campus.
2. To ensure dignified and cultured behaviour of faculty members at all times befitting the noble teaching profession.
3. To ensure fair and honest work ethic among students and eliminate plagiarism.
4. To ensure peaceful and constructive learning environment in the institution free from harassment

CC:

All the committee members

 PRINCIPAL

 Date-10/1/2023

Minutes of meeting of code of conduct adherence committee

1. Welcome by the chairman of the committee.
2. Discussed to ensure proper student conduct at all times in the campus.
3. Discussed to ensure dignified and cultured behaviour of faculty members at all times befitting the noble teaching profession.
4. Discussed to ensure fair and honest work ethic among students and eliminate plagiarism.
5. Vote of thanks by the chairman of the committee.

The following members were attended for code of conduct Adherence committee meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| **CONSTITUTION OF CODE OF CONDUCT ADHERENCE COMMITTEE FOR THE ACADEMIC YEAR 2022-2023** |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | T.Vijayalaxmi, Asst.prof, Pharmaceutical Chemistry | Convener |  |
| 3 | Shiva srikrishna,, Asst.Prof, Pharmaceutics | Member |  |
| 4 | Adithya mathur,Asst.Prof, Pharmaceutical Chemistry | Member |  |
| 5 | Shazia, Asst.Prof, PharmD | Member |  |
| 6 | Dr.Rafia, Asst.Prof,PharmD | Member |  |

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Anti Drug Committee -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated Anti Drug Committee

for the academic year 2022-2023

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| ANTI DRUG COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Pavithra, Asst.prof, Pharm D | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | P.Surendar, Pharmaceutical Analysis | Member |  |
| 6 | Smurna, Pharmacology | Member |  |
| 7 | Adithyamathur, Asst.prof, Pharmaceutical chemistry | Member |  |
| 8 | Dr.Rafia,Asst.Prof.PharmD | Member |  |

Circulation to above staff /HODs/Admin/others

 Principal

 Date: 05.01.2022

 **CIRCULAR**

All the members of the Anti Drug Committee are here by informed that a meeting will be held on 6th  January 2022 at 11:30 am, All the members are requested to attend the meeting.

AGENDA

* Organizing awareness programs in the college with the help of government authorized agencies/organizations.
* Educating the students regarding the ill effects of drugs and alcohol

CC:

All the committee members

 Principal

 Date: 07.01.2022

**Minutes of meeting**

1. Welcome by the chairman of the committee.
2. Discussed about organizing awareness programs in the college with the help of government authorized agencies/organizations.
3. Discussed about Educating the students regarding the ill effects of drugs and alcohol
4. Vote of thanks by the chairman of the committee.

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| ANTI DRUG COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Pavithra, Asst.prof, Pharm D | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | P.Surendar, Pharmaceutical Analysis | Member |  |
| 6 | Smurna, Pharmacology | Member |  |
| 7 | Adithyamathur, Asst.prof, Pharmaceutical chemistry | Member |  |
| 8 | Dr.Rafia,Asst.Prof.PharmD | Member |  |

 Principal

 Date: 06.06.2022

 **CIRCULAR**

All the members of the Anti Drug Committee are here by informed that a meeting will be held on 7th  June 2022 at 11:30 am, All the members are requested to attend the meeting.

AGENDA

* Organizing awareness programs in the college with the help of government authorized agencies/organizations.
* Educating the students regarding the ill effects of drugs and alcohol

CC:

All the committee members

 Principal

 Date: 08.06.2022

**Minutes of meeting**

1. Welcome by the chairman of the committee.
2. Discussed about organizing awareness programs in the college with the help of government authorized agencies/organizations.
3. Discussed about Educating the students regarding the ill effects of drugs and alcohol
4. Vote of thanks by the chairman of the committee.

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| ANTI DRUG COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Pavithra, Asst.prof, Pharm D | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | P.Surendar, Pharmaceutical Analysis | Member |  |
| 6 | Smurna, Pharmacology | Member |  |
| 7 | Adithyamathur, Asst.prof, Pharmaceutical chemistry | Member |  |
| 8 | Dr.Rafia,Asst.Prof.PharmD | Member |  |

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of Internal Complaints Committee -Nomination of the members-Reg

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With reference to the subject cited above, the following staffs are hereby nominated Anti Drug Committee for the academic year 2022-2023

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| SAMSKRUTI COLLEGE OF PHARMACY |
| INTERNAL COMPLAINTS COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | Dr.Rafia,Asst.Prof.PharmD | Member |  |
| 5 | G.Rajani, Asst.prof, Pharmacology | Member |  |
| 6 | Ushasri, Asst.prof, Pharmaceutics | Member |  |

Circulation to above staff /HODs/Admin/others

 Principal

 DATE: 5.01.2022

 **CIRCULAR**

All the members of the Internal Complaints Committee are here by informed that a meeting will be held on 6th  January 2022 at 10:30 am in the Board room, all the members are requested to attend the meeting.

AGENDA

* Decisions with regard to award of scholarships / fee concessions / awards / medals.
* Decisions made by college under the Discipline Rules and Misconduct.
* Complaints regarding semester examinations

CC:

All the committee members

 PRINCIPAL

 DATE: 07.01.2022

**Minutes of meeting**

1. Welcome by the chairman of the committee.
2. Decisions with regard to award of scholarships / fee concessions / awards / medals.
3. Decisions made by college under the Discipline Rules and Misconduct.
4. Complaints regarding semester examinations, Discussed about the action taken by the committee.
5. Vote of thanks by the chairman of the committee.

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| INTERNAL COMPLAINTS COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | Dr.Rafia,Asst.Prof.PharmD | Member |  |
| 5 | G.Rajani, Asst.prof, Pharmacology | Member |  |
| 6 | Ushasri, Asst.prof, Pharmaceutics | Member |  |

Principal

 DATE: 06.06.2022

 **CIRCULAR**

All the members of the Internal Complaints Committee are here by informed that a meeting will be held on 7th  June 2022 at 11:30 am in the Board room, all the members are requested to attend the meeting.

AGENDA

* Decisions with regard to award of scholarships / fee concessions / awards / medals.
* Decisions made by college under the Discipline Rules and Misconduct.
* Complaints regarding semester examinations
* Complaints regarding sexual harassment
* Complaints originating from intra student conflict

CC:

All the committee members

 PRINCIPAL

 DATE: 08.06.2022

**Minutes of meeting**

1. Welcome by the chairman of the committee.
2. Decisions with regard to award of scholarships / fee concessions / awards / medals.
3. Decisions made by college under the Discipline Rules and Misconduct.
4. Complaints regarding semester examinations, Discussed about the action taken by the committee.
5. Complaints regarding sexual harassment
6. Complaints originating from intra student conflict
7. Vote of thanks by the chairman of the committee.

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| INTERNAL COMPLAINTS COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | Dr.Rafia,Asst.Prof.PharmD | Member |  |
| 5 | G.Rajani, Asst.prof, Pharmacology | Member |  |
| 6 | Ushasri, Asst.prof, Pharmaceutics | Member |  |

Principal

**OFFICE ORDER**

 Date: 04.01.2022

 Sub:-SCOP-Constitution of SC/ST/OBC/MINORITY CELL--Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated Anti Drug Committee for the academic year 2022-2023

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| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| SC/ST/OBC/MINORITY CELL FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Rafia,Asst.Prof.PharmD | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | P.Mary, Asst.prof, Pharmacology | Member |  |
| 6 | Jayaprada, Asst.prof, Pharmaceutical Analysis | Member |  |
| 7 | Adithyamathur, Asst.prof, Pharmaceutical chemistry | Member |  |
| 8 | Srikanth, Asst.Prof, Pharmaceutics | Member |  |

Circulation to above staff /HODs/Admin/others

 Principal

 DATE: 05.01.2022

 **CIRCULAR**

All the members of the SC/ST/OBC/MINORITY CELL are here by informed that a meeting will be held on 6th  January 2022 at 11:00 am in the Smart room, all the members are requested to attend the meeting.

AGENDA

* To discuss about the collection of reports, orders and information issued by Government of India and the UGC on the various aspects of Education, Training and Employment of other Backward Classes candidates for evolving
* To check and discuss New policies or modifying existing policies
* To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively
* To ensure provisions of an environment where all such students feel safe and secure.
* To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.

CC:

All the committee members

 PRINCIPAL

 DATE: 07.01.2022

**Minutes of meeting**

1. Welcome by the chairman of the committee.

 2. To discuss about the collection of reports, orders and information issued by Government of India and the UGC on the various aspects of Education, Training and Employment of other Backward Classes candidates for evolving

1. To check and discuss New policies or modifying existing policies

4. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively

5. To ensure provisions of an environment where all such students feel safe and secure.

6. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.

Vote of thanks by the chairman of the committee.

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| SC/ST/OBC/MINORITY CELL FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Rafia,Asst.Prof.PharmD | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | P.Mary, Asst.prof, Pharmacology | Member |  |
| 6 | Jayaprada, Asst.prof, Pharmaceutical Analysis | Member |  |
| 7 | Adithyamathur, Asst.prof, Pharmaceutical chemistry | Member |  |
| 8 | Srikanth, Asst.Prof, Pharmaceutics | Member |  |

Principal

 DATE: 06.06.2022

 **CIRCULAR**

All the members of the SC/ST/OBC/MINORITY CELL are here by informed that a meeting will be held on 7th  June 2022 at 11:00 am in the Smart room, all the members are requested to attend the meeting.

AGENDA

* To discuss about the collection of reports, orders and information issued by Government of India and the UGC on the various aspects of Education, Training and Employment of other Backward Classes candidates for evolving
* To check and discuss New policies or modifying existing policies
* To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively
* To ensure provisions of an environment where all such students feel safe and secure.
* To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.

CC:

All the committee members

 PRINCIPAL

 DATE: 08.06.2022

**Minutes of meeting**

1. Welcome by the chairman of the committee.
2. To discuss about the collection of reports, orders and information issued by Government of India and the UGC on the various aspects of Education, Training and Employment of other Backward Classes candidates for evolving
3. To check and discuss New policies or modifying existing policies

4. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively

5. To ensure provisions of an environment where all such students feel safe and secure.

6. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.

Vote of thanks by the chairman of the committee.

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| SC/ST/OBC/MINORITY CELL FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Rafia,Asst.Prof.PharmD | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | P.Mary, Asst.prof, Pharmacology | Member |  |
| 6 | Jayaprada, Asst.prof, Pharmaceutical Analysis | Member |  |
| 7 | Adithyamathur, Asst.prof, Pharmaceutical chemistry | Member |  |
| 8 | Srikanth, Asst.Prof, Pharmaceutics | Member |  |

Principal

**OFFICE ORDER**

 Date: 03.01.2022

 Sub:-SCOP-Constitution of Student Training And Placement cell -Nomination of the members-Reg

\*\*\*\*\*\*

With reference to the subject cited above, the following staffs are hereby nominated for Student Training And Placement cell for the academic year 2022-2023

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| STUDENT TRAINING AND PLACEMENT CELL FOR THE ACADEMIC YEAR 2021-2022 |
| **S. No.** | **Name** | **Designation** |  |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Sunitha, Asst.prof, Pharm D | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | G.Jyothsna, Asst.prof, Pharmaceutics | Member |  |
| 6 | Adithyamathur, Asst.prof, Pharmaceutical chemistry | Member |  |
| 7 | Dr.Rafia,Asst.Prof.PharmD | Member |  |

Circulation to above staff /HODs/Admin/others

 Principal

 DATE: 04.01.2022

 **CIRCULAR**

All the members of the Student Training And Placement cell are here by informed that a meeting will be held on 5th  January 2022 at 11:30am in the Smart room, all the members are requested to attend the meeting.

AGENDA

* To discuss about the interactions with placement organizations and conducting placement events.
* To discuss about Training classes have to be organized to all the final year students. Guidance and practice for General Aptitude Tests
* To discuss about Conducting Mock sessions and Group Discussions.

CC:

All the committee members

 PRINCIPAL

 DATE: 06.01.2022

**Minutes of meeting**

1. Welcome by the chairman of the committee.
2. To discuss about the interactions with placement organizations and conducting placement events.
3. To discuss about Training classes have to be organized to all the final year students. Guidance and practice for General Aptitude Tests
4. To discuss about Conducting Mock sessions and Group Discussions.
5. Vote of thanks by the chairman of the committee.

The following members were attended for the meeting

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| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| STUDENT TRAINING AND PLACEMENT CELL FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** |  |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Sunitha, Asst.prof, Pharm D | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | G.Jyothsna, Asst.prof, Pharmaceutics | Member |  |
| 6 | Adithyamathur, Asst.prof, Pharmaceutical chemistry | Member |  |
| 7 | Dr.Rafia,Asst.Prof.PharmD | Member |  |

 Principal

 DATE: 06.06.2022

 **CIRCULAR**

All the members of the Student Training And Placement cell are here by informed that a meeting will be held on 7th  June 2022 at 10:30am in the Smart room, all the members are requested to attend the meeting.

AGENDA

* To discuss about Imparting techniques for interviews, Communication presentation and General Management skills.
* Discussion about Conducting Guest lectures by professionals in the industry so as to expose the students to the latest innovations

CC:

All the committee members

 PRINCIPAL

 DATE: 07.06.2022

**Minutes of meeting**

1. Welcome by the chairman of the committee.
2. Discussed about imparting techniques for interviews, Communication presentation and General Management skills.
3. Discussed about Conducting Guest lectures by professionals in the industry so as to expose the students to the latest innovations
4. Vote of thanks by the chairman of the committee.

The following members were attended for the meeting

|  |
| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| STUDENT TRAINING AND PLACEMENT CELL FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** |  |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | Dr.Sunitha, Asst.prof, Pharm D | Convener |  |
| 3 | Dr.K.Swetha, Asst.prof, Pharm D | Member |  |
| 4 | K.Chaithanya Prasad, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | G.Jyothsna, Asst.prof, Pharmaceutics | Member |  |
| 6 | Adithyamathur, Asst.prof, Pharmaceutical chemistry | Member |  |
| 7 | Dr.Rafia,Asst.Prof.PharmD | Member |  |

PRINCIPAL

**OFFICE ORDER**

 Date: 06.07.2022

 Sub:-SCOP-Constitution of Women empowerment Committee-Nomination of the members-Reg

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With reference to the subject cited above, the following staffs are hereby nominated for Women empowerment Committee for the academic year 2022-2023

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| SAMSKRUTI COLLEGE OF PHARMACY |
| WOMEN EMPOWERMENT COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | B.Sudhakar,Asst.prof, Pharmaceutical chemistry | Convener |  |
| 3 | Mominafathima, Asst.prof, Pharmacology | Member |  |
| 4 | K.Radhika, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | Bibuprasad, Asst.prof, Pharmacology | Member |  |
| 6 | Dr.Aneela,Assoc.prof, Pharmacology | Member |  |
| 7 | B.Kalpanadevi, Asst.prof,PharmaceuticalAnalysis | Member |  |
| 8 | Dr.Rafia,Asst.Prof.PharmD | Member |  |

Circulation to above staff /HODs/Admin/others

 Principal

 Date: 08.07.2022

 **CIRCULAR**

 All the members of the Women empowerment Committee are here by informed that a meeting will be held on 9th  July 2022 at 11:30 am, All the members are requested to attend the meeting.

Agenda

* Solving Women-related issues and complains.
* Organizing the self-defense course for the women/girls of the college community.

Cc :

To all committee members

 PRINCIPAL

 Date: 09.07.2022

 **MINUTES OF MEETING**

1. Welcome by the chairman of the committee.
2. Discussed to resolve women related issues and complaints
3. Discussed about Organizing the self-defense course for the women/girls of the college community.

Vote of thanks by the chairman of the committee

The following members were attended for the meeting

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| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| WOMEN EMPOWERMENT COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | B.Sudhakar,Asst.prof, Pharmaceutical chemistry | Convener |  |
| 3 | Mominafathima, Asst.prof, Pharmacology | Member |  |
| 4 | K.Radhika, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | Bibuprasad, Asst.prof, Pharmacology | Member |  |
| 6 | Dr.Aneela,Assoc.prof, Pharmacology | Member |  |
| 7 | B.Kalpanadevi, Asst.prof,PharmaceuticalAnalysis | Member |  |
| 8 | Dr.Rafia,Asst.Prof.PharmD | Member |  |

 Date: 9.01.2023

 **CIRCULAR**

 All the members of the Women empowerment Committee are here by informed that a meeting will be held on 10th  January 2023 at 11:30 am, all the members are requested to attend the meeting.

Agenda

* Creating awareness about women’s welfare
* Handle case works and counseling.

Cc :

To all committee members

 PRINCIPAL

 Date: 10.01.2023

 **MINUTES OF MEETING**

* Welcome by the chairman of the committee.
* Discussed about Creating awareness about women’s welfare
* Handle case works and counseling.
* Vote of thanks by the chairman of the committee

The following members were attended for the meeting

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| --- |
| SAMSKRUTI COLLEGE OF PHARMACY |
| WOMEN EMPOWERMENT COMMITTEE FOR THE ACADEMIC YEAR 2022-2023 |
| **S. No.** | **Name** | **Designation** | **Signature** |
| 1 | Dr.P.Aravinda Reddy,Principal,Pharmaceutical chemistry | Chairman |  |
| 2 | B.Sudhakar,Asst.prof, Pharmaceutical chemistry | Convener |  |
| 3 | Mominafathima, Asst.prof, Pharmacology | Member |  |
| 4 | K.Radhika, Asst.prof, Pharmaceutical chemistry | Member |  |
| 5 | Bibuprasad, Asst.prof, Pharmacology | Member |  |
| 6 | Dr.Aneela,Assoc.prof, Pharmacology | Member |  |
| 7 | B.Kalpanadevi, Asst.prof,PharmaceuticalAnalysis | Member |  |
| 8 | Dr.Rafia,Asst.Prof.PharmD | Member |  |

 PRINCIPAL