

**ST. JAMES' COLLEGE OF PHARMACEUTICAL SCIENCES
CHALAKUDY-680307, THRISSUR**

LIST OF COMMITTEES INVOLVED IN CURRICULUM PLANNING AND IMPLEMENTATION:

1. Time table committee
2. College handbook committee
3. Academic monitoring committee
4. Examination committee
5. Examination result committee

1. TIME TABLE COMMITTEE

Chairman/in-charge: Dr. K. Krishnakumar (Principal)

Members:

Dr. David Paul (Dean of academics)
Mrs. Geetah Elias (HOD - Pharmaceutical Chemistry)
Dr. Kavitha M.P (HOD- Pharmaceutical Analysis)
Dr. Aravind (HOD - Pharmacognosy)
Dr. L. Panayappan (HOD - Pharmacy Practice)
Dr. Dineshkumar B (HOD – Pharmaceutics)

Duties and responsibilities:

The time table committee helps to select the staff handling each subject of the department, to choose the subject in charges for the upcoming academic year, prepare the time table as per the work load and forward the same to the Dean of academics. The Dean sets the time table for all the courses of Pharmacy and checks for any clashes or work overload in the schedule which is finally approved by the Chairman.

2. COLLEGE HANDBOOK COMMITTEE

Chairman/in-charge: Mrs. Lincy George

Members: Dr. David Paul (Dean of Academics)

Duties and responsibilities:

The committee members help in the design of the upcoming years handbook. The academic activities are scheduled as per the KUHS norms, the extra-curricular activities conducted in the college are also decided, updated information about the class coordinators, assistant coordinators, committee members, holiday list, etc are also included.

3. ACADEMIC MONITORING CELL (AMC)

Chairman/in-charge:Dr. K. Krishnakumar (Principal)

Members:

Dr. K. Krishnakumar (Principal/Chairperson)

Mrs. Geetha Elias (Vice-Principal /Co-Chairperson)

Dr. David Paul (Dean of Academics)

Mrs. Geetah Elias (HOD - Pharmaceutical Chemistry)

Dr. Kavitha M.P (HOD Pharmaceutical Analysis)

Dr. Aravind (HOD - Pharmacognosy)

Dr. L. Panayappan (HOD - Pharmacy Practice)

Dr. Dineshkumar B (HOD – Pharmaceutics)

Duties and responsibilities:

The Academic Monitoring Cell (AMC) develops scientific criteria and strategies for effective curricular implementation. It helps in monitoring the ongoing academic programmes and examinations conducted in the institution as per KUHS syllabus and guidelines. HOD's of each department prepare the details of planning of academic programmes and submit it to the Dean and finally to the chairman for the discussion and final approval. The planned academic programmes are implemented by AMC and its members.

4. EXAMINATION COMMITTEE

Chairman/in-charge:Principal (Controller of Examination)

Members:

Dr. Kavitha M.P (Deputy Controller of M. Pharm)

Mrs. Kavitha V.B (Deputy Controller of examinations of Pharm.D)

Mrs. Ann Shine Paul (Deputy Controller of examinations of B.Pharm)

Duties and responsibilities:

Deputy controller of examination should conduct the theory and practical university and sessional examinations with consultation of the Controller of Examinations. The committee records both the exam results of B.Pharm, Pharm D, Pharm D (P B) and M.Pharm in the final mark register, prescribed by PCI. It also finds out the list of supplementary exam students and hands it over to the exam in-charges during the time of university exam.

5. EXAM RESULT COMMITTEE

In-charge: Mrs.Silvipriya K S

Duties and responsibilities:

The university results of all the Pharmacy batches are collected, filed and maintained as registers by the committee members. All academic details such as pass percentage, academic excellence, total no. of distinctions / first class / failures, etc are noted down yearly. The committee is responsible for handing over the list of students who secured highest mark in each year and also for final university exams.