Kommareddy Venkata Sadasiva Rao
Siddhartha College of Pharmaceutical Sciences
(AUTONOMOUS)

Pinnamaneni Polyclinic Road, Siddhartha Nagar, Vijayawada - 520010, AP, INDIA
(Sponsors : Siddhartha Academy of General & Technical Education)
ISO 21001:2018, ISO 14001:2015 & ISO 50001:2018 CERTIFIED INSTITUTION
Approved by PCI, New Delhi, Govt. of Andhra Pradesh & Accredited by NAAC with 'A' Grade
Affiliated to Krishna University, Machilipatnam & Recognized as 2(f) & 12B under UGC Act 1956

Since 1994

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O.C. No. KVSRSCOPS / / 2025 Date : 10.10.2025

OFFICE ORDER

Sub :- Re-Constitution Time Table Committee-Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Time Table Committee

S.No.	Name of the Member	Designation	Committee	Phone No.
1.	Dr. M Vijayalakshmi	Associate Professor	Chairperson	8501011122
2.	Dr.V.Narendra	Assistant Professor	Member	9618171818
3.	Smt. A.Lakshmi Pavani	Assistant Professor	Member	9100199577
4.	Smt.R.Anusha	Assistant Professor	Member	7288967999
5.	Smt. K.Viswa Srujani	Assistant Professor	Member	9491737193
6.	Mr. M.Prince	Assistant Professor	Member	9010983552

Functions:

i) This Committee will prepare draft time table for all the courses in the College including Lab schedules after taking necessary inputs from the incharges of UG/PG and Pharm. D courses basing on the time-table in force for the previous academic year and will prepare a draft academic calendar for each academic year

ii) While doing so, it will take into consideration activities such as seminars, workshops and other academic and co-academic activities and various crucial tasks entrusted to staff thus distributing the workload in a balanced manner.

iii) The Committee will place the same for the consideration of the Principal and for their perusal, suggestions and modifications wherever needed.

iv) After that, the Committee will prepare the final draft time table and academic calendar and place the same in the faculty meeting to be held before reopening of the College or at any appropriate time.

v) After approval of the final draft, the Principal of the College will notify the College time table/ workload distribution to all the faculty in the College through a common circular and the academic calendar for each academic year. The academic calendar shall be distributed to all students and staff at the beginning of each academic year.

vi) The Committee will take suitable measures to incorporate changes during the year that might arise due to any exigency of the situation and such changes as made by the Committee will be notified by the Principal for implementation.

vii) The Committee shall prepare time table in such a way that it takes care of all the requirements of UG/PG and Pharm D courses uniformly.

viii) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.

ix) The Committee will meet as often as required.

10/10/25

PRINCIPAL

PRINCIPAL
K.V.S.R. SIDDHARTHA COLLEGE OF
PHARMACEUTICAL SCIENCES
VIJAYAWADA-520 010.