


OFFICE ORDER

19-01-26

Subject: Constitution of **Academic Committee** as per NCISM Guidelines
As per the guidelines of the National Commission for Indian System of Medicine (NCISM), the Academic Committee of **P P Savani Ayurvedic College and Hospital, Surat** is hereby constituted with the following members:

Composition of the Committee:

- **Chairman:** Principal/Academic Incharge
- **Members:** One faculty member from each department

Sr. No.	Name of Faculty	Designation	Department
Chairman			
	Dr. Ravi Rao S.	Principal	Dravyagun
Members			
1	Dr. Sumith Kumar M.	Professor	Samhita & Siddhant
2	Dr. Sunitha Valsan	Professor	Rachna Sharir
3	Dr. Suresh Ramdhan Jadhav	Professor	Kriya Sharir
4	Dr. Rejukrishnan R.	Professor	Dravyagun
5	Dr. Jayapraksh A N	Professor	Rasa Shastra & Bhaisajya Kalpana
6	Dr. S Chandrashekar	Professor	Agad Tantra Avum Vidhi Vaidyaka
7	Dr. Gaurang Jivrajani	Associate Professor	Samhita & Siddhant
8	Dr. Kavyashree	Assistant Professor	Kriya Sharir

Duties and Responsibilities:

The Academic Committee shall:

- ✓ Design a comprehensive teaching plan for all academic sessions in compliance with NCISM guidelines.
- ✓ Implement the finalized teaching schedules (Time tables) in a timely and efficient manner. Update the schedule as required, keeping in mind academic priorities and institutional objectives.

- ✓ Coordinate with departments to ensure smooth execution of teaching plans.
- ✓ Monitor adherence to the planned schedule by faculty and departments.
- ✓ Address and resolve any logistical or academic challenges during the implementation phase.
- ✓ Regularly evaluate the quality of teaching and learning outcomes.
- ✓ Collect feedback from students and faculty to improve teaching methods and strategies.
- ✓ Ensure compliance with the minimum teaching hours and standards as prescribed by NCISM.
- ✓ Assign mentors to students at the beginning of the academic year.
- ✓ Facilitate regular mentor-mentee meetings to provide academic, career, and personal guidance.
- ✓ Ensure the departmental requirements as per Minimum Essential Standards (MES) 2024 prescribed by NCISM.
- ✓ Maintain up-to-date departmental registers for all activities.
- ✓ Regularly update inventory for consumable and non-consumable items.
- ✓ Maintain and update the departmental library register.
- ✓ Ensure accurate and timely recording of student attendance.
- ✓ Maintain detailed records of internal assessments and results.
- ✓ Compile and analyze department-wise results to monitor academic performance.


Dr. Ravi Rao S.

Principal
P P Savani Ayurvedic College and Hospital
Kosamba, Surat

Principal
P P Savani Ayurvedic College and Hospital

