



R.D. MEMORIAL  
GROUP OF INSTITUTES  
- AYURVED - NURSING - HOMIOPATHY

# Rani Dullaiya Smriti Ayurved P.G. College & Hospital



ESTD - 2002

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Affiliated to Madhya Pradesh Medical Science University, Jabalpur (M.P.), Appr. by M.P. Govt.

Ref. No. RDSAC84/2412/25

Date 11/12/25

## ACADEMIC COUNCIL COMMITTEE

S.NO.	NAME OF THE FACULTY	Position in the Committee	SIGNATURE
1.	Dr. Bharat Chouragade	Chairperson	
2.	Dr. Dinesh Choudhari	Secretary	
3.	Dr. Priya Jain	Member	
4.	Dr. Ashutosh Kumar Jain	Member	
5.	Dr. Bhanupratap Singh Tomar	Member	
6.	Dr. Kirti Sisodiya	Member	
7.	Dr. Anu Joy	Member	
8.	Dr. Money Jain	Member	
9.	Dr. Ajit Shrivastava	Member	
10.	Dr. Shuchita Singh	Member	
11.	Dr. Meenakshi Singh	Member	
12.	Dr. Rishabh Dwivedi	Member	
13.	Dr. Ruchi Singh	Member	
14.	Dr. Akhila Sundar	Member	

Principal

Rani Dullaiya Smriti Ayurved  
P.G. College & Hospital  
Barkhedi Kalan, Bhadbhada Road,  
Bhopal

Barkhedi Kalan, Bhadbhada Road, Bhopal-462 044 [M.P.]

0755 - 2696776, rdayurved@gmail.com, www.rdmayurvedcollege.org

Internal Circular

Ref. No: 01

Date: 01 January 2026

Name of the Committee: Academic Council Committee

This is for the information of all members that *Monthly/ Quarterly / Half yearly /Yearly* meeting of the committee is schedule to be held on 08 January 2026 at 12 am/pm. The meeting will be chaired by Prof Ravi Prakash Singh sir. Following Faculties will be present in the meeting as special invitees.

- 1) Dr. Ravi Prakash Singh Sir, Principal
- 2) Dr. Prashant D. Math Sir
- 3) \_\_\_\_\_


You are hence requested to make it convenient to attend the same with all relevant information and testimonials thereof.

The agenda for the said meeting is as follows:

SN	Agenda	Remarks
1.	Opening of the Meeting	
2.	Review of Academic Planning	
3.	Teaching Schedule Review	
4.	Monitoring of Teaching Activities	
5.	Learning Management System (LMS) and Website Updates	
6.	Integrated Teaching and Interdepartmental Coordination	
7.	Assessment and Examination Planning	
8.	Faculty Development and Academic Quality	
9.	Student Support and Academic Concerns	
10.	Regulatory Compliance	
11.	Action Taken Report (ATR)	
12.	Any Other Matter with Permission of the Chair	
13.	Conclusion	

Thanking you,  
Date: 01 January 2026

  
Member Secretary

  
Principal  
Rani Dullaiya Smriti Ayurved  
P.G. College & Hospital  
Barkhedi Kalan, Bhadbhada Road  
Bhopal (M.P.)

Name of the Committee: College Academic Council Committee

Date of meeting conducted in the past: 06/12/2025 Ref.No. 12

Actionable points generated on 06/12/2025

### Action Taken Report

Sn	Actionable Points	Responsible Person	Time Line	Status	Remarks
1	Departments instructed to submit finalized academic plans and implementation timelines.	All HOD's	one wk		
2	Teaching timetables finalized and circulated among departments.	DA	Immediate		
3	Departments directed to maintain updated lesson plans and teaching records regularly.	All HOD's	one wk		
4	Departments instructed to regularly update LMS content and website information.	Dr. Bharu	one wk		
5	Schedule for integrated teaching sessions prepared for departmental coordination	All HOD's	15 days		
6	Assessment calendar prepared and communicated to concerned departments.	Dr. Ashutosh	one wk		
7	Faculty encouraged to participate in FDPs and academic enrichment programmes.	All HOD's			
8	Mentoring and remedial academic support mechanisms strengthened.	All HOD's			
9	Departments instructed to ensure compliance with regulatory documentation requirements.	All HOD's			
10	Pending action points assigned for timely completion and follow-up.	All HOD's			
11	Relevant suggestions referred to concerned committees for implementation.	member secretary			

**Name of the Committee:** Academic Council Committee

Minutes of the meeting held on -08 January 2026

The meeting began with the welcome of all members and Chairperson by the Member secretary. After seeking permission of the chair, the meeting began with point-to-point agenda. All members discussed on the issue and following was the cumulative conclusion drawn out of it.

#### 1) Opening of the Meeting

The meeting commenced with the Chairperson welcoming all members and outlining the objectives for the first Academic Council meeting of the calendar year 2026. The importance of maintaining academic excellence, institutional discipline, and adherence to regulatory standards was emphasized.

#### 2) Review of Academic Planning

The Council reviewed the academic plan for the forthcoming session, including departmental preparedness, academic targets, implementation of curriculum as per NCISM guidelines, and strategies for timely completion of academic activities. Special emphasis was placed on strengthening clinical and practical exposure for students.

### **3) Teaching Schedule Review**

Department-wise teaching schedules, including theory classes, practical demonstrations, clinical postings, and tutorial sessions, were reviewed. Members discussed the need for maintaining uniformity in workload distribution and ensuring timely commencement of classes.

### **4) Monitoring of Teaching Activities**

The Council deliberated upon mechanisms for monitoring teaching effectiveness through lesson plans, attendance records, academic diaries, student feedback, and departmental reviews. Emphasis was laid on maintaining continuity and quality in classroom and clinical teaching.

### **5) Learning Management System (LMS) and Website Updates**

The status of institutional LMS utilization and website updates related to academic notifications, departmental information, timetables, and notices was reviewed. Members emphasized timely uploading of teaching materials and academic resources for students.

### **6) Integrated Teaching and Interdepartmental Coordination**

The Council discussed the implementation of integrated teaching methodologies and coordination among departments for interdisciplinary lectures, clinical case discussions, and collaborative learning in accordance with Ayurveda education requirements.

### **7) Assessment and Examination Planning**

Planning regarding internal assessments, periodic tests, practical examinations, attendance evaluation, and university examination preparedness was reviewed. The Council emphasized transparency, timely evaluation, and student preparedness for examinations.

- 1) Faculty participation in FDPs, CMEs, workshops, seminars, and research-oriented academic activities was reviewed. The Council encouraged continuous professional development and enhancement of teaching-learning methodologies to maintain academic quality.
- 2) Student mentoring, academic counseling, attendance issues, grievance redressal, and support mechanisms for academically weaker students were discussed. Members emphasized strengthening mentorship and student engagement practices.
- 3) The Council reviewed compliance requirements related to NCISM norms, academic documentation, attendance maintenance, teaching records, hospital-academic integration, and institutional reporting requirements.

- 4) The Committee reviewed the status of actions initiated on decisions taken during previous meetings and institutional recommendations. Members noted completed actions and discussed pending matters requiring attention.
- 5) With the permission of the Chair, discussions were held regarding strengthening digital academic practices, promoting research engagement, and enhancing interdisciplinary collaboration among departments
- 6) The Chairperson summarized the deliberations and appreciated the contributions of all members. The meeting concluded with a commitment towards effective implementation of academic plans and continuous quality improvement during the academic year 2026.

MEETING NO - 01

Ref. No - 01  
mm

Date :- 08 Jan 2026  
mm

A meeting of the Academic Council Committee of Jain Dullaiya Smriti Hospital, Bhopal was held on 8/01/2026

Venue - library  
mm

Time - 12 pm  
mm

The following members of the committee were present. The meeting was chaired by Dr. Bhauat Chouragade.

Committee Members :-  
mm

S.No.	NAME	Position IN COMMITTEE	SIGNATURE.
01	Dr. Bhauat Chouragade	Chairperson	
02	Dr. Divish Choudhary	Secretary	On Leave
03	Dr. Priya Jain	Member	
04	Dr. Ashutosh K. Jain	Member	
05	Dr. Bhanupratap Singh Tomar	Member	
06	Dr. Kunti Sisodiya	Member	
07	Dr. Anu Jyoti	Member	
08	Dr. Money Jain	Member	
09	Dr. Ajit Shrivastava	Member	
10	Dr. Shuchita Singh	Member	
11	Dr. Meenakshi Singh	Member	
12	Dr. Rishabh Dwivedi	Member	
13	Dr. Ruchi Singh	Member	
14	Dr. Akhila Sunder	Member	

## Important Points

1. Opening of Meeting
2. Review of Academic planning
3. Teaching Schedule Review
4. Monitoring of Teaching Activities
5. CMS & website updates
6. Integrated Teaching and Interdepartmental Curriculum
7. Assessment and Examination planning
8. Faculty Development & Academic Quality
9. Student Support and Academic Concerns
10. Regulatory Compliance
11. ATR.
12. Any other Matter with permission of the chair
13. Conclusion.

Rani Dullaiya Smriti Ayurved P.G College and Hospital  
Barkhedhi Kalan, Bhopal 462044 (M.P)

Internal Circular

Ref. No: 02

Date: 07 February 2026

**Name of the Committee:** Academic Council Committee

This is for the information of all members that **Monthly/ Quarterly / Half yearly /Yearly** meeting of the committee is schedule to be held on 12 February 2026 at 12 pm am/pm. The meeting will be chaired by Prof Ravi Prakash Singh sir. Following Faculties will be present in the meeting as special invitees.

- 1) Dr. Ravi Prakash Singh Sir
- 2) Dr. Prashant D. Math Sir
- 3) \_\_\_\_\_

You are hence requested to make it convenient to attend the same with all relevant information and testimonials thereof.


The agenda for the said meeting is as follows:

SN	Agenda	Remarks
1.	Review of Academic Planning	
2.	Teaching Schedule Review	
3.	Monitoring of Teaching Activities	
4.	Learning Management System (LMS) and Website Updates	
5.	Integrated Teaching and Interdepartmental Coordination	
6.	Assessment and Examination Planning	
7.	Faculty Development and Academic Quality	
8.	Student Support and Academic Concerns	
9.	Regulatory Compliance	
10.	Action Taken Report (ATR)	
11.	Any Other Matter with Permission of the Chair	

Thanking you,

Date: 07 February 2026

  
Member Secretary

  
Principal  
Rani Dullaiya Smriti Ayurved  
P.G. College & Hospital  
Barkhedhi Kalan, Bhadbhada Road  
Bhopal (M.P.)

Name of the Committee: College Academic Council Committee

Date of meeting conducted in the past: 08 January 2026

Ref.No. 01

Actionable points generated on 8/01/2026

### Action Taken Report

Sn	Actionable Points	Responsible Person	Time Line	Status	Remarks
1.	Departments ensured implementation of the approved academic plan and monitored progress periodically.	All HOD's	one wk		
2.	Revised teaching schedules were circulated and implemented by all departments.	All HOD's	one wk		
3.	Regular monitoring of classes and maintenance of teaching records were carried out.	DA	15 days		
4.	Academic materials, notices, attendance records, and departmental activities were uploaded regularly.	Dr. Bhany SH	one wk		
5.	Interdepartmental lectures, seminars, and integrated teaching sessions were organized.	All HOD's	one wk		
6.	Internal assessments were conducted as per schedule and evaluation completed on time.	All HOD's	one wk		
7.	Faculty members participated in FDPs, workshops, seminars, and research activities.	All HOD's	15 days		
8.	Remedial classes, mentoring sessions, and counseling support were provided to students requiring academic assistance.	All HOD's	one wk		
9.	Required records and documents were updated and maintained as per regulatory guidelines.	All HOD's	One wk		
10.	Previous decisions were reviewed and found substantially implemented.	member Secretary			
11.	Proposals related to academic enhancement and student activities were initiated for implementation.	member Secretary			

**Name of the Committee:** Academic Council Committee  
Minutes of the meeting held on 12 February 2026

The meeting began with the welcome of all members and Chairperson by the Member secretary. After seeking permission of the chair, the meeting began with point-to-point agenda. All members discussed on the issue and following was the cumulative conclusion drawn out of it.

### **1) Review of Academic Planning**

The academic plan for the current session was reviewed. Departments presented their semester-wise academic activities and progress. Emphasis was laid on timely completion of the curriculum and adherence to the academic calendar.

### **2) Teaching Schedule Review**

Teaching schedules submitted by all departments were reviewed. Necessary modifications were suggested to ensure smooth conduct of theory, practical, and clinical teaching activities.

### **3) Monitoring of Teaching Activities**

The committee reviewed the status of teaching activities. Departments were advised to maintain regular records of classes conducted and ensure effective monitoring of teaching-learning processes.

### **4) Learning Management System (LMS) and Website Updates**

The status of LMS usage and institutional website updates was discussed. Departments were instructed to regularly upload academic content, notices, attendance records, and student learning resources.

### **5) Integrated Teaching and Interdepartmental Coordination**

The committee emphasized the importance of integrated teaching. Departments were directed to coordinate and conduct interdepartmental teaching sessions, seminars, and collaborative academic activities.

### **6) Assessment and Examination Planning**

The schedule for internal assessments and examinations was reviewed. Departments were instructed to ensure timely preparation of question papers, evaluation, and declaration of results.

### **7) Faculty Development and Academic Quality**

Faculty members were encouraged to participate in Faculty Development Programmes (FDPs), workshops, seminars, and research activities. Measures for improving academic quality and research output were discussed.

### **8) Student Support and Academic Concerns**

Student performance, attendance, and academic difficulties were reviewed. Departments were advised to provide mentoring, remedial teaching, and counseling support wherever required.

### **9) Regulatory Compliance**

Compliance with university, NCISM, and other regulatory requirements was reviewed. Departments were instructed to maintain updated records and ensure adherence to prescribed norms.

**10) Action Taken Report (ATR)**

The committee reviewed the Action Taken Report of the previous meeting and expressed satisfaction regarding the implementation of the decisions taken.

**11) Any Other Matter with Permission of the Chair**

Members discussed various academic development initiatives, student participation in co-curricular activities, and infrastructure enhancement proposals.

Meeting No. 2

REF No. 2

DATE - 07/02/20

A meeting of the Academic Council Committee of Rani Dullaiya Smriti Government P. M. College & Hospital, Shegal was held on 12/02/20.

Venue -> Library

Time - 12 Pm

The following members of the committee were present. The meeting was chaired by Dr. Bharat Chauragade

Committee Members :-

S.No.	NAME	POSITION IN COMMITTEE	SIGNATURE
01.	Dr. Bharat Chauragade	Chairperson	
02	Dr. Dinesh Chaudary	Secretary	
03	Dr. Priya Jain	Member	
04	Dr. Ashutosh K. Jain	Member	
05	Dr. Bhanupratap Tomar	Member	
06	Dr. Kirti Sisodiya	Member	
07	Dr. Anu Jaf	Member	
08	Dr. Manoj Jain	Member	On leave
09	Dr. Ajit Shrivastava	Member	
10	Dr. Suchita Singh	Member	On leave
11	Dr. Meenakshi Singh	Member	M. Singh.
12.	Dr. Rishabh Dhivedi	member	
13.	Dr. Ruhi Singh	member	
14.	Dr. Akhila Sundar	member	

## — IMPORTANT POINTS —

- ① Review of Academic Planning
- ② Teaching Schedule Review
- ③ Monitoring of Teaching Activities
- ④ Learning Management System (LMS) and website updates
- ⑤ Integrated Teaching and Interdepartmental coordination.
- ⑥ Assessment and Examination Planning.
- ⑦ Faculty development and Academic concerns.
- ⑧ Student Support and Academic concerns.
- ⑨ Regulatory compliance.
- ⑩ Action Taken Report (ATR)
- ⑪ Any other matter with permission of the Chair.

Rani Dullaiya Smriti Ayurved P.G College and Hospital  
Barkhedi Kalan, Bhopal 462044 (M.P)

Internal Circular

Ref. No: 63

Date: 6 March 2026

**Name of the Committee:** Academic Council Committee

This is for the information of all members that *Monthly/ Quarterly / Half yearly /Yearly* meeting of the committee is schedule to be held on 12 March 2026 at 12 am/pm. The meeting will be chaired by Prof Ravi Prakash Singh sir. Following Faculties will be present in the meeting as special invitees.

- 1) Dr. Ravi Prakash Singh Sir
- 2) Dr. Poojant D. Math Sir
- 3) \_\_\_\_\_


You are hence requested to make it convenient to attend the same with all relevant information and testimonials thereof.

The agenda for the said meeting is as follows:

SN	Agenda	Remarks
1.	Review of Academic Planning	
2.	Teaching Schedule Review	
3.	Monitoring of Teaching Activities	
4.	Learning Management System (LMS) and Website Updates	
5.	Integrated Teaching and Interdepartmental Coordination	
6.	Assessment and Examination Planning	
7.	Faculty Development and Academic Quality	
8.	Student Support and Academic Concerns	
9.	Regulatory Compliance	
10.	Action Taken Report (ATR)	
11.	Any Other Matter with Permission of the Chair	
12.	Conclusion	

Thanking you,  
Date: 06 March 2026

  
Member Secretary

  
Principal  
Rani Dullaiya Smriti Ayurved  
P.G. College & Hospital  
Barkhedi Kalan, Bhadrhada Road  
Bhopal (M.P.)

Name of the Committee: Academic Council Committee

Date of meeting conducted in the past: 12 February 2026

Ref.No. 02

Actionable points generated on 12/02/2026

### Action Taken Report

Sn	Actionable Points	Responsible Person	Time Line	Status	Remarks
1	Academic calendar and curriculum plans were reviewed and implemented by all departments as per institutional guidelines.	DA	one wk		
2	Department-wise teaching schedules were revised where required and regular monitoring of academic delivery was undertaken.	All HOD'S	Immediate		
3	Attendance monitoring, classroom supervision, and academic progress review mechanisms were strengthened.	DA	One wk		
4	LMS content, lecture materials, and departmental website information were updated periodically.	DA	one wk		
5	Integrated teaching sessions, interdisciplinary discussions, and collaborative academic activities were planned and conducted.	All HOD'S	one wk		
6	Internal assessments and examinations were organized according to the approved schedule, ensuring timely evaluation and result processing.	All HOD'S	one wk		
7	Faculty members participated in FDPs, workshops, CMEs, research activities, and publication-related initiatives.	HOD	15 days		
8	Remedial classes, mentoring programs, counseling sessions, and academic support measures were provided for students requiring assistance.	All HOD'S	one wk		
9	Academic records, departmental documentation, and regulatory compliance requirements were maintained and updated regularly.	All HOD'S	Immediate		
10	Decisions taken during the previous Academic Council Meeting were reviewed, and most action points were successfully implemented. Remaining activities are under continuous monitoring.	member Secretary			
11	Suggestions received under miscellaneous matters were reviewed and incorporated into future academic planning wherever feasible.	member Secretary			

**Name of the Committee:** Academic Council Committee  
Minutes of the meeting held on – 12 march 2026

The meeting began with the welcome of all members and Chairperson by the Member secretary. After seeking permission of the chair, the meeting began with point-to-point agenda. All members discussed on the issue and following was the cumulative conclusion drawn out of it. \_

#### **Agenda 1: Review of Academic Calendar and Curriculum Planning**

##### **Discussion:**

The academic calendar and departmental curriculum plans for the current session were reviewed. Departments presented the status of syllabus distribution and course planning. Emphasis was laid on timely completion of academic activities in accordance with NCISM guidelines.

##### **Resolution:**

All departments shall strictly adhere to the approved academic calendar and ensure systematic implementation of curriculum plans.

#### **Agenda 2: Review of Teaching Schedules and Academic Delivery**

##### **Discussion:**

Department-wise teaching schedules, workload distribution, and classroom activities were reviewed. The need for maintaining continuity and effective utilization of teaching hours was discussed.

##### **Resolution:**

Departments shall monitor the execution of teaching schedules regularly and make necessary adjustments to ensure uninterrupted academic delivery.

#### **Agenda 3: Monitoring of Teaching–Learning Activities**

##### **Discussion:**

The council reviewed ongoing teaching activities, attendance records, practical training, and student engagement in academic sessions.

##### **Resolution:**

Periodic monitoring mechanisms shall be strengthened to enhance teaching effectiveness and student participation.

#### **Agenda 4: Learning Management System (LMS) and Institutional Website Updates**

##### **Discussion:**

The status of LMS content, e-learning resources, lecture uploads, and departmental webpage updates was reviewed.

##### **Resolution:**

Faculty members shall ensure timely uploading of teaching materials and maintain updated departmental information on the institutional website.

#### **Agenda 5: Integrated Teaching and Interdepartmental Academic Coordination**

##### **Discussion:**

The council emphasized the importance of integrated teaching, interdisciplinary learning, and collaborative academic activities among departments.

**Resolution:**

Departments shall organize integrated teaching sessions, seminars, and interdisciplinary academic activities as per institutional requirements.

**Agenda 6: Assessment, Examination, and Evaluation Planning**

**Discussion:**

Preparations for internal assessments, examinations, and evaluation processes were reviewed. Measures for maintaining transparency and timely declaration of results were discussed.

**Resolution:**

All examinations and assessments shall be conducted according to the approved schedule, ensuring adherence to academic regulations.

**Agenda 7: Faculty Development and Academic Quality Enhancement**

**Discussion:**

Faculty participation in research, publications, FDPs, CMEs, workshops, and quality improvement initiatives was reviewed.

**Resolution:**

Faculty members are encouraged to actively participate in professional development activities and enhance research output.

**Agenda 8: Student Academic Support and Welfare**

**Discussion:**

Issues related to student performance, mentoring, remedial teaching, counseling, and academic progression were discussed.

**Resolution:**

Departments shall strengthen mentoring systems and provide academic support to slow learners and students requiring special attention.

**Agenda 9: Regulatory Compliance and Documentation**

**Discussion:**

Compliance with NCISM requirements, maintenance of academic records, and institutional documentation were reviewed.

**Resolution:**

Departments shall ensure timely submission and maintenance of all academic and regulatory records.

**Agenda 10: Review of Action Taken Report (ATR)**

**Discussion:**

The council reviewed the status of implementation of decisions taken in the previous meeting and assessed progress achieved.

**Resolution:**

Departments shall continue monitoring pending actions and ensure timely completion of assigned responsibilities.

**Agenda 11: Any Other Matter with Permission of the Chair**

**Discussion:**

Various academic improvement initiatives and suggestions for enhancing institutional performance were discussed.

**Resolution:**

Relevant proposals shall be examined and implemented as per feasibility and institutional requirements.

**Agenda 12: Conclusion**

The Chair appreciated the efforts of all departments and emphasized continued commitment towards academic excellence, quality assurance, and student-centered education. The meeting concluded with a vote of thanks to the Chair.

## MEETING NO- 03

Ref No. 03

Date - 12 March 2026

A meeting of Academic Council Committee of Kavit  
Dullaiya Smriti Gyansuda P.G. College and  
hospital was held on 12/03/2026

Venue - Library

Date - 12/03/2026

Time - 12 pm

The following members of the committee were  
present. The meeting was chaired by  
Dr. Bharat Chowagade.

## Committee Members

S.NO	NAME	POSITION IN THE COMMITTEE	SIGNATURE
01	Dr. Bharat Chowagade	Chair person	
02	Dr. Dinesh Chodhary	Secretary	
03	Dr. Dushotosh K. Jain	Member	
04	Dr. Bhanu Pratap Singh Tomar	Member	
05	Dr. Priya Jain	Member	
06	Dr. Kirti Sisodiya	Member	
07	Dr. Anu Joy	Member	
08	Dr. Money Jain	Member	
09	Dr. Ajit Shrivastava	Member	
10	Dr. Shuchita Singh	Member	
11	Dr. Meenakshi Singh	Member	
12	Dr. Rishab Dwivedi	Member	
13	Dr. Ruchi Singh	Member	
14	Dr. Akhila Shinde	Member	

## Important Points.

01. Review of Academic Planning
02. Teaching Schedule Review
03. Monitoring of Teaching Activities
04. LMS & website updates
05. Integrated Teaching & Interdepartmental Coordination
06. Assessment & Examination planning
07. Faculty development & Academic Quality
08. Student support and Academic Concerns.
09. Regulatory Compliance
10. Action Taken Report
11. Any other Matter with permission of the chair
12. Conclusion.

Rani Dullaiya Smriti Ayurved P.G College and Hospital  
Barkhedi Kalan, Bhopal 462044 (M.P)

Internal Circular

Ref. No: 04

Date: 02 April 2026

**Name of the Committee:** Academic Council Committee

This is for the information of all members that *Monthly/ Quarterly / Half yearly /Yearly* meeting of the committee is schedule to be held on 09 April 2026 at 12 pm am/pm. The meeting will be chaired by Prof Ravi Prakash Singh sir. Following Faculties will be present in the meeting as special invitees.

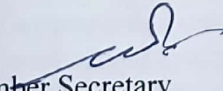
- 1) Dr. Ravi Prakash Singh Sir
- 2) Dr. Prashant D. Math Sir
- 3) \_\_\_\_\_


You are hence requested to make it convenient to attend the same with all relevant information and testimonials thereof.

The agenda for the said meeting is as follows:

SN	Agenda	Remarks
1.	Opening of the Meeting	
2.	Review of Academic Planning	
3.	Teaching Schedule Review	
4.	Monitoring of Teaching Activities	
5.	Learning Management System (LMS) and Website Updates	
6.	Integrated Teaching and Interdepartmental Coordination	
7.	Assessment and Examination Planning	
8.	Faculty Development and Academic Quality	
9.	Student Support and Academic Concerns	
10.	Regulatory Compliance	
11.	Action Taken Report (ATR)	
12.	Any Other Matter with Permission of the Chair	
13.	Conclusion	

Thanking you,  
Date: 02 April 2026

  
Member Secretary

  
Principal  
Rani Dullaiya Smriti Ayurved  
P.G. College & Hospital  
Barkhedi Kalan, Bhadbhada Road  
Bhopal (M.P.)

Name of the Committee: Academic Council Committee

Date of meeting conducted in the past: 6 March Ref.No. 03

Actionable points generated on 6/03/2026

### Action Taken Report

Sn	Actionable Points	Responsible Person	Time Line	Status	Remarks
1	Departments monitored syllabus progress and adhered to approved schedules.	All HOD'S	Immediate		
2	Study materials, attendance records, and academic notices uploaded regularly on LMS and website	DA	One wk		
3	Interdepartmental academic activities, seminars, and integrated teaching sessions planned and conducted.	All HOD'S	one week		
4	finalized, examination preparations completed, and evaluation processes streamlined.	DA	one wk		
5	Remedial classes, counseling sessions, and mentoring activities conducted for students requiring support.	All HOD'S	one wk		
6	Faculty participated in FDPs, workshops, seminars, and research-related activities.	HODI	15 days		
7	Required records updated and reports submitted to concerned authorities within stipulated timelines.	All HOD'S	one wk		
8	Most pending items completed; remaining tasks assigned with revised timelines for completion.	member Secretary	-		
9	Departments encouraged student involvement in academic activities and strengthened feedback collection processes.	<del>DA</del> DA	one wk		

**Name of the Committee:** Academic Council Committee  
Minutes of the meeting held on – 09 April 2026

The meeting began with the welcome of all members and Chairperson by the Member secretary. After seeking permission of the chair, the meeting began with point-to-point agenda. All members discussed on the issue and following was the cumulative conclusion drawn out of it

### **1. Opening of the Meeting**

The Chairperson welcomed all members and reviewed the agenda. The importance of maintaining academic quality, regulatory compliance, and student-centered teaching-learning processes was emphasized.

### **2. Academic Planning and Teaching Schedule Review**

The academic calendar, departmental teaching plans, and course completion schedules were reviewed. Departments reported satisfactory progress in implementing the approved academic plan. It was resolved that periodic monitoring of syllabus completion and adherence to teaching schedules should continue.

### **3. Monitoring of Teaching Activities, LMS and Website Updates**

The Council reviewed classroom teaching, attendance monitoring, lesson plan implementation, LMS usage, and website updates. Departments were instructed to ensure timely uploading of study materials, attendance records, notices, and academic activities on the LMS and institutional website.

### **4. Integrated Teaching and Interdepartmental Coordination**

The Council discussed the need for integrated teaching sessions, interdisciplinary seminars, case discussions, and collaborative academic activities among departments. Departments agreed to strengthen coordination for holistic student learning.

### **5. Assessment, Examination Planning and Student Support**

Preparations for upcoming examinations were reviewed. Continuous Internal Assessment schedules, question paper preparation, and evaluation procedures were discussed. Student academic concerns, mentoring activities, remedial classes, and counseling support for slow learners were also reviewed.

### **6. Faculty Development and Academic Quality**

The Council reviewed faculty participation in FDPs, workshops, seminars, research activities, and publications. Faculty members were encouraged to undertake quality improvement initiatives and contribute to research and academic excellence.

### **7. Regulatory Compliance**

The status of compliance with university, NCISM, and other regulatory requirements was reviewed. Departments were instructed to maintain updated records and ensure timely submission of required documents and reports.

### **8. Action Taken Report (ATR) Review**

The Council reviewed the Action Taken Report of the previous meeting and noted satisfactory compliance with most decisions. Pending items were discussed and timelines for completion were finalized.

### **9. Any Other Matter with Permission of the Chair**

Members suggested enhancing student participation in academic and co-curricular activities and strengthening feedback mechanisms for continuous improvement.

### **10. Conclusion**

The Chairperson thanked all members for their active participation and directed all departments to implement the resolutions within the stipulated timelines.

## MEETING No. 4

REF. No → 4

DATE - 09/April/26

A meeting of Academic Council committee of Rani  
Devlaiya Smriti Ayurveda P. Cr. college and  
Hospital, Bhopal was held on 09/04/26,

Venue - Library

Date - 09/04/26

time - 12 pm

The following members of the committee were present.  
The meeting was chaired by Dr. Bharat Chauvagade.

Committee Members

S. No.	NAME	POSITION IN COMMITTEE	SIGNATURE
01.	Dr. Bharat Chauvagade	Chair Person	
02.	Dr. Dinesh Chaudhary	Secretary	On leave
03.	Dr. Ashutosh K. Jain	Member	
04.	Dr. Bhanu Pratap Singh Tomar	Member	
05.	Dr. Priya Jain	Member	
06.	Dr. Kirti Sisediyer	Member	
07.	Dr. Anu Jay	Member	
08.	Dr. Manoj Jain	Member	
09.	Dr. Ajit Shrivastava	Member	
10.	Dr. Snehalata Singh	Member	
11.	Dr. Meenakshi Singh	Member	M. Singh.
12.	Dr. Rishabh Dwivedi	Member	
13.	Dr. Luchi Singh	Member	
14.	Dr. Archita Sundari	Member	

## — IMPORTANT POINTS —

- ① opening of the meeting.
- ② Review of Academic Planning
- ③ Teaching Schedule Review
- ④ Monitoring of Teaching Activities
- ⑤ Learning Management System (LMS) and website updates.
- ⑥ Integrated Teaching and Interdepartmental Coordination.
- ⑦ Assessment and Examination Planning.
- ⑧ Faculty Development and Academic Quality.
- ⑨ Student Support and Academic Concerns.
- ⑩ Regulatory Compliance.
- ⑪ Action Taken Report (ATR)
- ⑫ Any other Matter with permission of the chair.
- ⑬ Conclusion