



# PRINCETON COLLEGE OF PHARMACY

(Affiliated to JNTUH, Approved by PCI, New Delhi & Accredited by NAAC)  
Chowdariguda (V), Korremula, Ghatkesar (M), Medchal- Malkajiri (Dist.) - 500 088  
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## COMPOSITION OF NOTICE BOARD COMMITTEE

Accordingly, the following committee is hereby constituted with the personnel listed below at Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal–Malkajiri (D).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Mr.Ch.Shivaraj Kumar	Associate Professor	Co-ordinator
3	Mr.M.Narsi Reddy	Office Staff	Member
4	Mrs.G.Stella	Office Staff	Member
5	C.Harshitha	Student (24GA1R003)	Member

**Note:** The committee hereby constituted shall continue to function until further reconstitution.



**PRINCIPAL**

Princeton College of Pharmacy  
Chowdariguda (V), Ghatkesar (M),  
Medchal (D), Telangana-500088

## NOTICE BOARD COMMITTEE

### **Functions & Responsibilities:**

- To ensure systematic display of academic, administrative, and student-related information on all designated notice boards.
- To facilitate effective communication between the institution and students, faculty, and staff.
- To maintain transparency by promptly displaying approved circulars, notifications, and announcements.
- To support institutional activities by displaying information related to academics, examinations, events, and co-curricular activities.

#### ❖ **Display & Updating**

- Display only approved and authenticated notices.
- Ensure timely updating, replacement, and removal of outdated notices.

#### ❖ **Categorization**

- Maintain separate notice boards for academics, examinations, student activities, placements, NSS, IQAC, and general information.

#### ❖ **Authorization**

- Display notices only after approval from the Principal / Vice-Principal / IQAC Coordinator (as applicable).

#### ❖ **Maintenance & Cleanliness**

- Ensure notice boards are neat, legible, well-organized, and presentable at all times.
- Replace damaged boards, pins, or holders when required.

#### ❖ **Record Keeping**

- Maintain a notice display register with details such as date of display, subject, issuing authority, and date of removal.

#### ❖ **Coordination**

- Coordinate with departments, committees, and cells for receipt and display of notices.

#### ❖ **Compliance**

- Ensure statutory and institutional notices are displayed as per regulatory and institutional guidelines.



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