

Ref No: EPCP/Circular/2023-2024/90

Date : 05/12/2023

CIRCULAR

All staff members are requested to adhere to the prescribed leave application procedure. Leave applications should be submitted in writing through the Principal & HOD at least one day prior to the intended date of leave. This helps us in better planning and ensures that the workflow is not disrupted, if not leave will be considered as Loss of Pay.



Dr. Anna Balaji

Principal

PRINCIPAL  
EAST POINT COLLEGE OF PHARMACY  
BIDARAHALLI, BANGALORE-49

Ref No : EPCP/Circular/23-24/38


Date: 06/11/2023.

## CIRCULAR

This is to inform to all Faculty that meeting has been scheduled 06/11/2023 at 03.00 pm in Principal chamber. All Faculty are requested to assemble at 02.50 pm.

### **Agenda:**

1. Achievements for the month of Oct 2023.
2. Plan for the month of Nov 2023.
3. NAAC Progress.
4. Faculty Dress Code Implementation.
5. Reports & Documentation of previous Month Programs.
6. Cumulative Attendance from Sem start to Oct 2023.
7. Balance transfer of materials from strong room.

  
PRINCIPAL  
PRINCIPAL  
EAST POINT COLLEGE OF PHARMACY  
BIDARAHALLI, BANGALORE-49



**EAST  
POINT** COLLEGE OF  
PHARMACY

**Ref No: EPCP/Circular/2023-2024/81**

**Date : 29/11/2023**

## **CIRCULAR**

This is to inform that all the staff members are requested to submit the scheme and solution for the academic year 2022-2023 (both even and odd semester) of B.Pharm, M.Pharm & Pharm D.

The above mentioned documents should be submitted in soft & hard copy to Mrs. Soosamma John, e Mail Id: [soosamma.epcp@eastpoint.ac.in](mailto:soosamma.epcp@eastpoint.ac.in) by 6<sup>th</sup> December 2023 by 4.00pm without fail.

**Dr. Anna Balaji  
Principal**

**PRINCIPAL 29/11/23  
EAST POINT COLLEGE OF PHARMACY  
BIDARAHALLI, BANGALORE-49**

Ref No : EPCP/Circular/23-24/60

Date: 16/11/2023.

## CIRCULAR

### REMINDER - 1

All the Faculty members are hereby informed that in an effort to maintain a professional and distinguished atmosphere within our academic environment, we would like to inform you that the College Management has decided to implement a formal dress code for all faculty members, effective November-2, 2023.

With this decision, all faculty members are expected to adhere to the following dress guidelines:

Male faculty members are required to wear formal trousers, shirts, and appropriate formal shoes with Tie (and Blazer or Modi Jacket if you don't want to wear Tie).

Female faculty members are expected to wear Sarees / Salwar Suits with Dupatta/Blazer/Apron along with suitable footwear.

This implementation aims to create a more conducive environment for learning and promote a sense of professionalism among all stakeholders.

We appreciate your cooperation in this matter and look forward to your support in upholding the standards of our esteemed institution.

  
Dr. Anna Balaji  
Principal

Ref No : EPCP/Circular/23-24/56

Date: 09/11/2023.

## CIRCULAR

All the faculty are hereby requested to submit the list of chemicals and glassware required for smooth conduct of Practicals of their respective subjects for the academic year 2023 – 24. The blank format is provided by Dr. Nagesh. D. R. Kindly email the same to your HODs on or before 3.00 pm, 16.11.2023.

Respective HOD will receive the chemical and glassware requirements from their team members and consolidate the same in the cumulative sheet provided in the same excel file.

The last date for submission of the requested data by the HODs is 3.00 pm, 17.11.2023 without fail.

PS: For pack sizes, please contact the stores in - charge.

A. Babaji  
PRINCIPAL  
09/11/23

**Date: 13/10/2023.**

**CIRCULAR**

All the faculty are here by requested to furnish soft copy of Appraisal Forms for the Academic year 2022-2023. The soft copy to be mailed to their respective HOD's on or before 17/10/2023, 3.00 pm.

*A. T. Balaj*

PRINCIPAL

*13/10/2023*

PRINCIPAL

**EAST POINT COLLEGE OF PHARMACY  
BIDARAHALLI, BANGALORE-49**

# EAST POINT COLLEGE OF PHARMACY

Bidarahalli, Virgonagar. Bangalore-49

**Date: 05/10/2023.**

## CIRCULAR

Faculty meeting is scheduled in principal's office at 3.00 pm on 05/10/2023. Honorable Sr Vice President will be addressing the meeting. All faculties are here by requested to be seated five minutes before.

On Date : 05/10/2023

Venue : Principal Chamber

Time: 3 PM (5 minutes before)

*A. Babaji*  
Principal

*05/10/2023*

PRINCIPAL  
EAST POINT COLLEGE OF PHARMACY  
BIDARAHALLI, BANGALORE-49



**EAST  
POINT** COLLEGE OF  
PHARMACY

East Point Campus, Jnana Prabha, Virgo Nagar Post,  
Bengaluru – 560049, Karnataka

Ref No: EPCP/IQAC/STAFF/2022-23

Date: 20/09/2023

**CIRCULAR**

All staff members are requested to attend the staff meeting on 27/09/2023 at 2:00 PM at the Principal's office.

**Agenda:**

Constitution of Internal Quality Assurance Cell (IQAC) for NAAC Accreditation

**IQAC Coordinator**

**IQAC**

East Point College of Pharmacy  
Bidarahalli, Bangalore-560 049.

**Principal**

**PRINCIPAL**  
**EAST POINT COLLEGE OF PHARMACY**  
**BIDARAHALLI, BANGALORE-49**



**CIRCULAR**

**DATE: 27/09/2023**

This is inform to all Staffs that meeting has been scheduled at 3 PM 27-09-2023 principal chamber. All staffs are requested to assemble on time.

*A. Balaji*  
Principal 27/9/2023

PRINCIPAL  
EAST POINT COLLEGE OF PHARMACY  
BIDARAHALLI, BANGALORE