



**6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.**

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Avanthi Institute of Pharmaceutical Sciences' was founded in 2007 with the goal of providing high-quality education for a better society by the AVANTHI EDUCATIONAL SOCIETY. At AIPH, education is not only a method but a journey that fosters intellectual growth and creativity. The promoters have defined the vision and goal of the institute by identifying key obstacles and putting in place a feedback process.

The institution takes pride in providing a wide range of academic programs, which includes


B. Pharmacy, Pharm. D and M. Pharmacy. These programs are all intended to give students the knowledge and abilities they need to succeed in their chosen fields.

AIPS goes above and beyond standard education by offering a variety of certificate programs and add-on courses, helping students to advance their knowledge and stay employable in a rapidly changing world. The institution has developed significant ties with a range of companies through Memorandums of Understanding (MOUs), providing students with exposure to industry processes and real-world Knowledge. The MOU with Sura labs & Inception Source PVT LTD is a significant milestone in this path, demonstrating the institution's dedication to equipping students for the challenges of the future.

Our Quality Policy aims to achieve global standards of quality in all of our operations, including teaching, research, consulting, and continuing education. It also upholds accountability in our core and support functions by applying self-evaluation and continuous improvement approaches.

We are pleased to declare that AIPS stands for exceptional education as well as all-encompassing growth. By means of its unwavering commitment to delivering top-notch instruction, encouraging industry cooperation, and maintaining human values, the establishment continues to shape the next wave of leaders and innovators.



  
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## INSTITUTIONAL VISION AND MISSION

### VISION

- To develop highly skilled professionals with ethics and human values.


### MISSION

- We are committed to provide a positive and professional learning environment where all students are inspired to strive for excellence in order to achieve their potential as dignified and competent pharmacists, technology innovators, managers and leaders in a global society through a cohesive network for the parents, students, college staff and industry.

### QUALITY POLICY

- Imparting quality education and training developing students with a Disciplined and integrated personality facilitating faculty and supporting staff to update their knowledge and skills to match the industrial and technological development.



  
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## Department wise Vision and Mission

### B-PHARMACY

#### Our Vision

- Our vision is to become the place where pharmacy practitioners, researchers, teachers, and students can go to be empowered to change health care around the world.

#### Our Mission

- Our mission is to advance clinical and research initiatives to enhance health outcomes while training the next generation of creative, cooperative pharmacists and health scientists.

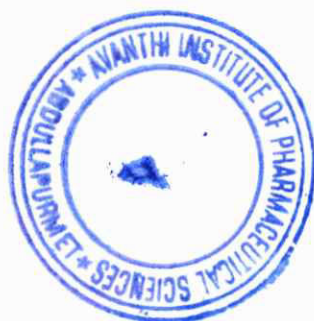
### PHARM D


#### Our Vision

- AIPS vowed to promote an academic setting that encourages students' Future-Directed growth in practice, research, education, and scholarly projects, as well as to help students become professional pharmacists for clinical research in hospitals and communities.

#### Our Mission

- To develop highly skilled, patient-focused professionals with excellent moral principles who can adapt to the ever-changing needs of the healthcare industry.



  
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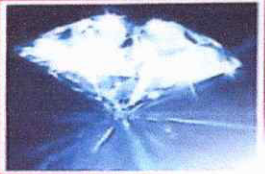


## Dissemination of Institutional Vision and Mission

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**OUR VISION**  
"TO DEVELOP HIGHLY SKILLED PROFESSIONALS WITH ETHICS AND HUMAN VALUES"

**OUR MISSION**  
WE ARE COMMITTED TO PROVIDE A POSITIVE AND PROFESSIONAL LEARNING ENVIRONMENT WHERE ALL STUDENTS ARE INSPIRED TO STRIVE FOR EXCELLENCE IN ORDER TO ACHIEVE THEIR POTENTIAL AS DIGNIFIED AND COMPETENT PHARMACIST, TECHNOLOGY INNOVATORS, MANAGERS AND LEADERS IN A GLOBAL SOCIETY THROUGH A COHESIVE NETWORK FOR THE PARENTS, STUDENTS, COLLEGE STAFF AND INDUSTRY.

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**VISION**  
TO DEVELOP HIGHLY SKILLED PROFESSIONALS WITH ETHICS AND HUMAN VALUES

**MISSION**  
WE ARE COMMITTED TO PROVIDE A POSITIVE AND PROFESSIONAL LEARNING ENVIRONMENT WHERE ALL STUDENTS ARE INSPIRED TO STRIVE FOR EXCELLENCE IN ORDER TO ACHIEVE THEIR POTENTIAL AS DIGNIFIED AND COMPETENT PHARMACISTS, TECHNOLOGY INNOVATORS, MANAGERS AND LEADERS IN A GLOBAL SOCIETY THROUGH A COHESIVE NETWORK FOR THE PARENTS, STUDENTS, COLLEGE STAFF AND INDUSTRY.

**QUALITY POLICY**  
IMPARTING QUALITY EDUCATION AND TRAINING  
DEVELOPING STUDENTS WITH A DISCIPLINED AND INTEGRATED PERSONALITY  
FACILITATING FACULTY AND SUPPORTING STAFF TO UPDATE THEIR KNOWLEDGE AND SKILLS TO MATCH THE INDUSTRIAL AND TECHNOLOGICAL DEVELOPMENT



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## Dissemination of Department of Pharmacy Vision and Mission

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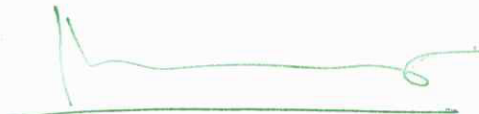
**B-PHARMACY**  
**VISION**

- Our vision is to become the place where pharmacy practitioners, researchers, teachers, and students can go to be empowered to change health care around the world.

**MISSION**

- Our mission is to advance clinical and research initiatives to enhance health outcomes while training the next generation of creative, cooperative pharmacists and health scientists.



  
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## Pharm. D Vision and Mission

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**PHARM D VISION**

- AIPS vowed to promote an academic setting that encourages students' Future-Directed growth in hospital practice, research, education, and scholarly projects, as well as to help students become professional pharmacists for clinical research in hospitals and communities.

**MISSION**

- To develop highly skilled, patient-focused professionals with excellent moral principles who can adapt to the ever-changing needs of the healthcare industry.



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## INSTITUTE QUALITY POLICY & CORE VALUE

### QUALITY POLICY

- To pursue global standards of excellence in all our endeavors namely teaching, research, consultancy and continuing education and to remain accountable in our core and support functions, through processes of self-evaluation and continuous improvement.
- Technical excellence, ethics and human values are key parameters in the vision recognized by the Institution. The mission statement emphasizes the need for expertise, industry exposure, dedication and professionalism, as well as holistic personal development to achieve the vision of the institution.
- In order to realize its vision and mission, the College has system-driven participatory governance where all stakeholders (students, staff, management, parents, alumni, employers and community representatives) are actively involved and accountable for its activities at different levels. The College's vision and mission are communicated to all stakeholders by displaying at the College's website, the Principal office, the HOD room, bulletin boards, the library, syllabus books and classrooms/laboratories.
- The Governing body, composed in accordance with the norms in vogue, oversees the management of the Institute and ensures the smooth functioning of the Institute. The Board meets regularly to review the activities of the institution and provide guidance for further improvement in relation to the vision, mission and strategic plan.



  
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## CORE VALUE:

Avanthi Institute of Pharmaceutical Sciences focused on the core values detailed below.

### (i) Contributing to National Development

Contributing to National development has always been an implicit goal of AIPS. Serving the cause of social justice, ensuring equity, increasing access to higher education, human resource development and capacity building of individuals, to cater to the needs of the economy, society and the country as a whole, thereby, AIPS is contributing to the development of the Nation.

### (ii) Fostering Global Competencies among Students

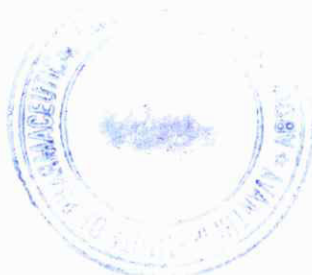
With liberalization and globalization of economic activities, the need to develop skilled human resources of a high caliber is imperative. Therefore, AIPS is preparing the students to achieve core competencies, to face the global challenges successfully and be innovative, creative and entrepreneurial in their approach. Towards achieving this, AIPS established collaborations with industries, network with the neighborhood agencies/bodies and foster a closer relationship between the “world of competent-learning and the world of skilled work”.


### (iii) Inculcating a Value System among Students

Although skill development is crucial to the success of students in the job market, skills are of less value in the absence of appropriate value systems. In India, with cultural pluralities and diversities, it is essential that students imbibe the appropriate values commensurate with social, cultural, economic and environmental realities, at the local and national level. AIPS takes responsibility for instilling the desired value systems among students.

### (iv) Promoting the Use of Technology & Innovation

Technological advancement and innovations in educational transactions have to be undertaken by all, to make a visible impact on academic development as well as administration. To keep pace with the



  
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Developments in other spheres of human endeavor, AIPS established Technology Incubation Hub, and Entrepreneurship Development Cell to encourage students and faculty for Innovation.

## (v) Quest for Excellence

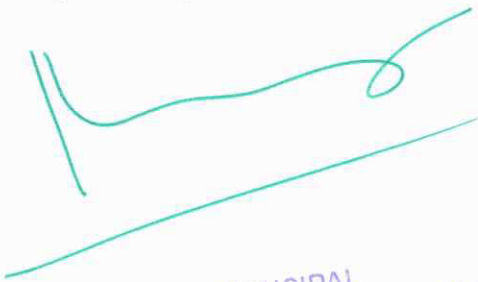
The Institute is committed to excellence in all spheres of its activities, and through internal and external reviews, and will work towards continuous improvement. The Institute will demonstrate excellence by our people, programs and outcomes, as well as by the quality of decisions and actions recognized through awards and honors. This "Quest for Excellence" started with the assessment or even earlier, by the establishment of the Internal Quality Assurance Cell (IQAC) in the campus.

## (vi) Integrity

Integrity involves honesty and fairness, consistency in instruction, ethics of scholarship, freedom of inquiry, and open and truthful engagement with the community through effective communication, policies and practices. Research and Teaching shall be carried out in an environment of academic freedom and honesty. The Institute will adhere to the standards of ethics in all its activities.

**(vii) Transparency:** The Institute will function according to defined procedures and rules, which will be informed to all stakeholders. The Institute will put all important information related to its functioning in college Website.



  
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## National Education Policy

**New National Education Policy 2023:** The New National Education Policy is nothing short of revolutionary in the education system in India. After our education policy monotonously followed the same norms for 34 years, the **Ministry of Education (formerly known as MHRD)** did some serious amendments in it on **29 July 2020**. This New National Education Policy was recently approved by the Indian government in 2023. So, it is only natural that the question “What this New National Education Policy actually is?” must be coming to people’s minds.

When the NEP was launched in 2023, its motto was **Educate, Encourage and Enlighten**. The government’s purpose to launch this policy was to develop 21st-century skills in the students of India. The amendments in NEP from the previous education policy strive for Research, Innovation, and Quality. For the seamless implementation of this education policy, the government is willing to give big funds. In 2021, Nirmala Sitaraman said that funds of Rs. 50,000 crores will be given to the National Research Foundation, and Rs. 40 crore to Ekalavya Schools.

Name of the Education Policy	National Education Policy 2023
Organized by	Ministry of Education, India
The motto of the Policy	Educate, Encourage and Enlighten
Launch Date	29 July 2020
Number of Editions of Education Policy in India	3 (1968, 1986, and 2020)
Major Amendment From the Last Education Policy	Replacement of 10+2 Structure by 5+3+3+4 Structure
Four Pillars of the Policy	Access, Equity, Quality, and Accountability
Aim of the Policy	100% Youth and Adult Literacy



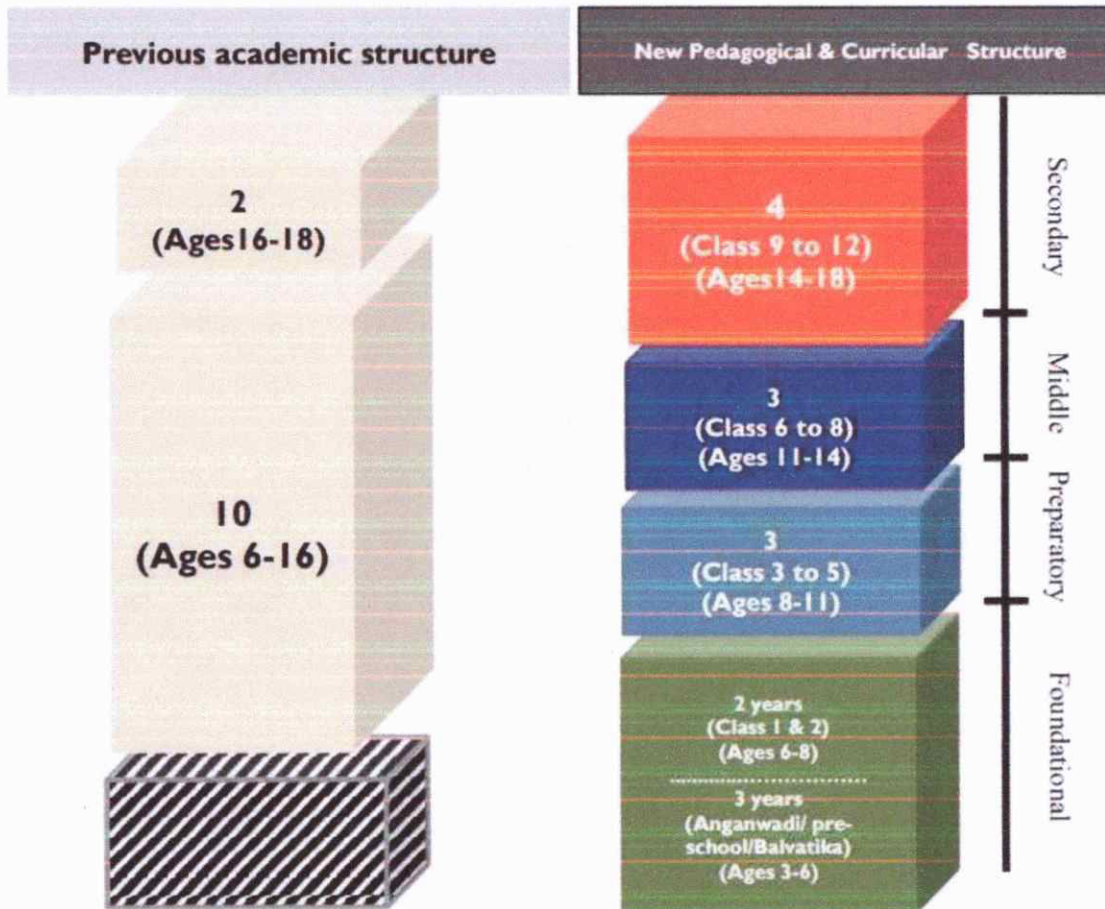
  
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Date: 11/12/2023.

To

The Principal,

Avanthi Institute of Pharmaceutical Sciences, Gunthapally village,  
R.R. District-501512.

**Subject:** Requesting for permission to conduct A One-day Awareness Programme on "NATIONAL EDUCATION POLICY- 2020" on 20-12-2023 for the teaching staff and students of Avanthi Institute of Pharmaceutical Sciences.

Respected Sir,

I hope this letter finds you in good health and spirits. I am writing to request your permission to conduct a One- day Awareness Programme on "NATIONAL EDUCATION POLICY 2020" for the teaching staff of Avanthi Institute of Pharmaceutical Sciences.

The Awareness Programme is focused on National Education Policy and is aimed at providing a platform for teaching staff to develop knowledge, skills, values, and dispositions that support responsible commitment to human rights, sustainable development and living, and global well- being, thereby reflecting a truly global citizen.

The awareness programme will be conducted on 20-12-2023. We have made all the necessary arrangements, including the invitation of knowledgeable and experienced speaker and the provision of audio-visual aids. Our team has also taken into consideration all necessary measures to ensure a smooth and secure event. I am confident that this event will be a great success and will enlighten of our staff and students in various ways. I would really appreciate if you could grant us permission to proceed with the Awareness Programme.

Thank you

Yours Sincerely,  
IQAC Coordinator



*(Handwritten signature in green ink)*  
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Date: 14-12-2023

## CIRCULAR

The Internal Quality Assurance Cell is conducting a one-day Awareness Programme on “**NATIONAL EDUCATION POLICY 2020**” for teaching staff and Students of Avanathi Institute of Pharmaceutical Sciences on 20-12-2023 in the Seminar hall (main block). All the Faculty members and students are invited to attend the programme without fail.



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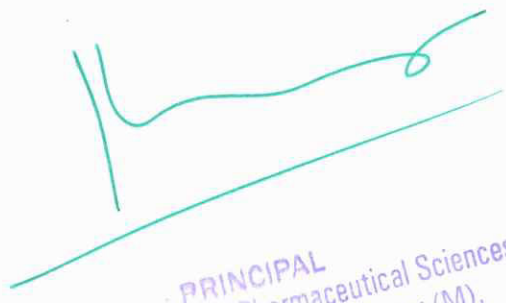


One-day Awareness Programme on “NATIONAL EDUCATION POLICY 2020” by DR. K.V. ACHALAPATHI Retired Professor of Commerce, Osmania University, Hyderabad held on 20th Dec 2023.



Awareness Programme on “NATIONAL EDUCATION POLICY 2020” by DR. K.V. ACHALAPATHI Retired Professor of Commerce, Osmania University, Hyd.



  
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## Multi Disciplinary

The term "multidisciplinary" describes the chance that students have to study subjects outside than their main area of study. According to the JNTUH curriculum, the institution gives students an opportunity to expand their knowledge and abilities across a variety of fields by providing open electives and required core pharmacy studies.

This method encourages a comprehensive education, giving students the opportunity to grow more adaptable and broad-minded.

Studies that are multidisciplinary promote the exchange of ideas, which stimulates innovation and creativity. Students can explore a variety of interests, broadening their horizons intellectually and developing a well-rounded skill set. In the end, this interdisciplinary approach gives students the flexibility and adaptability needed to succeed in a constantly changing work environment.

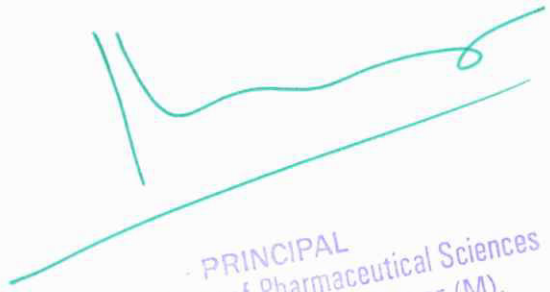
## Academic Bank of Credits

AIPS encourages teachers and students to enroll in online courses via reputable MOOCS providers like NPTEL and SWAYAM. A sizable portion of learners obtained credentials after completing virtual courses.

AIPS emphasizes the benefits of online progress tracking and credit management while raising awareness of the need for students to form ABC accounts and provide thorough guidance to support this effort.

In order to create a system to house their academic credit bank, our affiliated university still has to build a way for students to access a database of the credits they have earned during their studies.



  
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## **Skill Development**

AIPS concentrates on enhancing students' abilities and getting them ready for the workforce in order to address the issue of industry readiness. This guarantees that every student has enough time to recognize their own skills and capabilities as well as conquer their limitations.

In order to foster skill development within our institution, the Training and Placement Cell will work with the relevant department to arrange seminars, workshops, and guest lectures from professionals in the industry. These events will provide students with up-to-date information on the newest trends, technologies, and skill requirements relevant to their field of study. These workshops can offer perceptions and useful advice for developing skills.

The institution has partnered with multiple organizations to solve this issue and is doing everything in its power to assist its students in becoming future skilled professionals.

## **Appropriate Integration of Indian Knowledge System**

Institution has made efforts to advance and enhance the Indian knowledge base. These programs seek to advance research and innovation, improve educational opportunities, and preserve traditional knowledge.

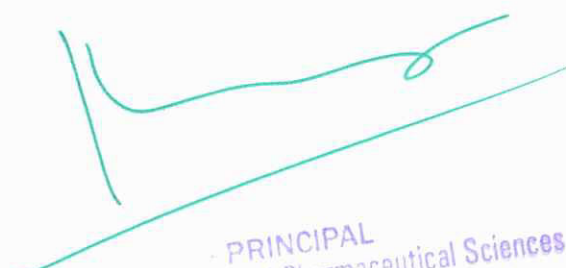
Traditional Indian knowledge systems, like yoga are being integrated.

AIPS believes that maintaining and advancing India's cultural diversity is critical to the nation's identity and economic growth.

It is advised for teachers to use vernacular occasionally to improve comprehension and clarity.

The institute routinely observes traditional days in order to instill the value of Indian culture and festivals. It is urged of students to dress traditionally, cook traditionally, and create an atmosphere that reflects India's rich history and culture.



  
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## Focus on Outcome based education

The use of outcome-based education (OBE) in our institution has completely changed how we approach teaching and learning. . Firstly, we have carefully created a variety of value-added and add-on courses to ensure that the program outputs meet industry standards and social demands.

These goals act as the foundation for developing and implementing the curriculum, guaranteeing that our students have the information, abilities, and attitudes needed. Second, we've embraced student-centered teaching strategies that include students in the learning process directly. As facilitators, our faculty members promote problem-solving, critical thinking, and group learning.

Throughout a four-year period, student advancement in the branch is evaluated based on the final degree of achievement of POs and COS. This allows for the identification of mechanisms for improvement and helps track the effectiveness of the programs that have been put in place.

Additionally, procedures for continuous assessment have been put in place to track students' development and offer timely feedback.

## Distance education/online education

The educational landscape has undergone significant change as a result of online learning, and our institution has made various efforts to adopt this cutting-edge learning tool. Since the introduction of online learning, we have reached a larger audience and offered accessible learning options.

The institute successfully conducted online classes without sacrificing quality throughout the most recent pandemic. Teachers and students are both accustomed to using different conference software solutions for online instruction and evaluation.

We have taken care to include multimedia materials in our online classes, such as interactive modules, films, and simulations, to improve student engagement and accommodate a variety of learning preferences.



  
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## Electoral Literacy Club

- 1) The institute establishes an Electoral Literacy Club (ELC) and holds essential events.
- 2) It organizes events to increase public knowledge of the political process, such as voter registration awareness campaigns, poster sessions, debates, simulated legislatures, speeches, essay writing, and more.

Applications for voter registration were distributed to qualified students with the assistance of the local government.

Pledges made by students to vote freely and without fear of reprisal or financial gain help to raise awareness among them.

The following office holders make up the ELC that is operational within the institution.


1	Dr Nihar Ranjan Das	Vice-Principal, Dept of Pharmacy	ELC Cordinator
2	Dr.M.Ramakrishna	Associate Prof, Dept of Pharmacy,	ELC Additional Coordinator
3	Dr.B.Manjula	Associate Prof, Dept of Pharmacy	Member
4	P. Lavanya	Asst Prof, Dept of Pharmacy	Member
5	Tejavasu	B.Pharmacy 4th year,	Student representative
6	Khushipal	B.Pharmacy 4th year	Student representative

3) Events are planned in collaboration with regional revenue authorities. Our students take part in voter education initiatives in nearby Villages.

- Use camps to raise interest and awareness among teachers and students.
- Using simulated sessions, target groups are taught about voter registration, the electoral process, and other topics.

4) The ELC carries out socially relevant projects relating to electoral matters, including public awareness campaigns, content production, and publications emphasizing their role in promoting democratic values and voter engagement.



  
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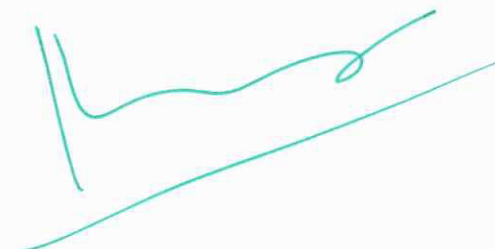
Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Volunteers of the College NSS receive training on these topics. To carry out the campaign, they are split up into teams and dispatched to adjacent villages. Families and relatives of the students are also urged to register to vote.

5) Students who are over 18 and registered to vote are informed of their democratic rights, which include the ability to cast a ballot in elections. On National Voters' Day, host an annual voter registration camp on campus and invite local politicians to encourage all students who are older than eighteen to register to vote. We assist students in completing the ECI form 6 both online and offline and discuss its significance. Similar voter registration drives are held in nearby villages.



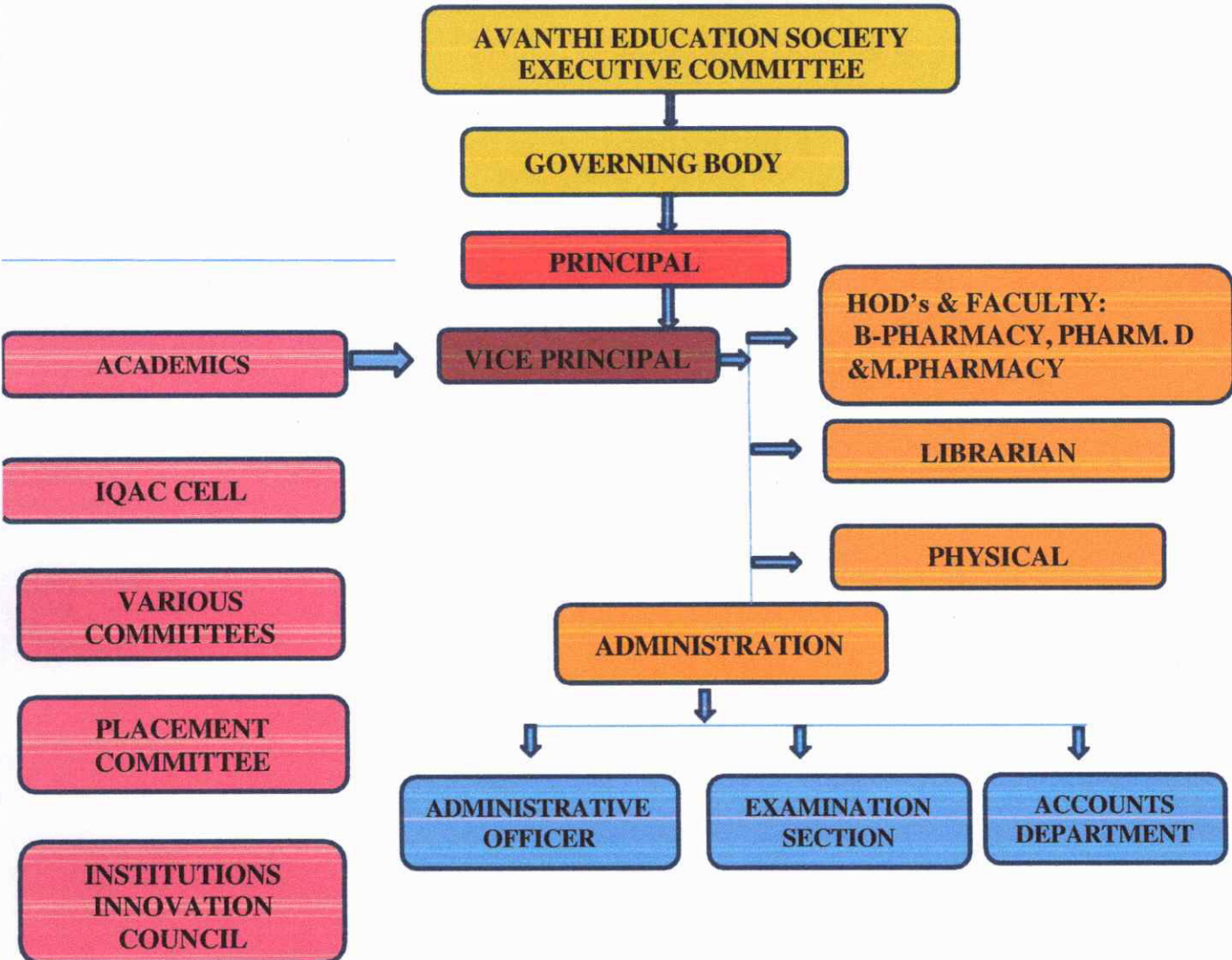
  
- PRINCIPAL  
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## Institution Organogram

# ORGANIZATIONAL CHART



*[Signature]*  
PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.






## **The effective leadership is visible in various institutional practices such as decentralization and participative management**

### **Governing Body:**

The Governance Body meets once in six months and interacts with industry experts, faculty, students and corporate to understand the improvement areas and raise the level of knowledge delivery at Avanthi Institute of Pharmaceutical Sciences with the assistance of faculty members and administrators of the Institute. The Chairman, Vice-Chairman and Secretary are the functionaries who take the responsibility of implementing the policy decision of the governing body.

- ✓ Governing body members are required to respect the confidentiality of sensitive information held by the Institute.
- ✓ The Governing body will comply with detailed tendering and purchasing procedures as well as complying with prescribed levels of authority for sanctioning any expenditure.
- ✓ The Members are required to use their reasonable endeavors to attend all governing body meetings.
- ✓ Governing body will guide and monitor the Institute while fulfilling the objectives.
- ✓ All the Institute activities and recommendations of the Academic Committee are reviewed.
- ✓ Governing body approves new courses/programs /certification programs recommended by the Principal.
- ✓ Recruitment process for Teaching/Non-teaching shall be approved by the Governing body with the policies laid down by AICTE/UGC/State Government/University etc.
- ✓ Governing body approves the annual budget of the Institute while considering all the requirements.



  
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## Principal:

Principal is responsible for overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations of the related authorities. The Principal has the executive powers to administrate the academic, non-academic and other functions based on the guidelines prescribed.

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- ✓ Chalk out a policy and plan to execute the vision and mission.
- ✓ Promote industry-institution interaction and inculcate research and development activities.
- ✓ Ensure that the staff and students are aware of rules, policies and procedures lay down by the college and enforce them.
- ✓ Recommend and forward communication to the authorities.
- ✓ Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- ✓ Execute any other qualitative and quantitative work for the welfare of the institution.
- ✓ Empower the staff and the students to reach their maximum potential.
- ✓ Exhibit outstanding strong leadership skills with the high integrity.



  
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### **Academics & Administration:**

Administration & Academics has a key role to play in all academic matters to tone up the academic performance of all the departments and the overall quality and standards of the students and enriching the skills of the staff members.

- ✓ Assist the Principal in all matters of academic activities.
- ✓ Prepare all reports / documents / write-ups that the institution has to prepare for a specific purpose or help the Principal in all such matters.
- ✓ Responsible in making periodic assessment of Teaching faculty & Staff particularly the new entrants and submit a report with suggestions / remarks to the Principal.
- ✓ Accountable for the academics & the administration of all the departments.
- ✓ Evolves new strategies and action plans, involving the HOD concerned, for the development and the quality improvement of the department.
- ✓ Responsible for computing the manpower requirements as per work load norms of the department along with the HOD and recommend the staff requirement to the Principal on an ongoing basis.
- ✓ Expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.
- ✓ Monitor the functioning of each department under his control, and act as a strong interface between the Principal and the Head of the department in implementing policies and programs formulated from time to time for improving the quality effectiveness of teaching – learning process.
- ✓ Any other responsibility given by the authorities from time to time.



  
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**Head of the Department (HOD):**

HOD is responsible for the smooth functioning of all the department level activities and responsible for preparing curriculum and strategic plan pertaining to the department.

- ✓ He shall adhere to the Policies and Procedures governed by the Academic committee and ensures quality practices in their departments. Monitors the academic schedule/attendance/syllabus completion/Internal examinations.
- ✓ Monitors the requirements in laboratories and prepares budget proposals for purchase. He conducts regular faculty meetings and submits the minutes of the meeting to the Principal.



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## Constitution and List of Members of Governing Body

Academic Year: 2022-2023

<b>Members from the Management (Chairman or President of the Management as the Chairperson)</b>		
1.	Smt. M. Ganeswari President, Avanthi Educational Society	Member
2.	Mr.M.V.S.S. Nandeesh Vice President, Avanthi Educational Society	Member
3.	Dr.M.Priyanka General Secretary, Avanthi Educational Society	
4.	Mr.I.SravanKumar Treasurer & MD, Avanthi Educational Society	Member
5.	Dr.Y.Jayaprada Director-HR, Avanthi Educational Society	Member
6.	Mr.N.Sai Ram Secretary, Avanthi Educational Society	Member
<b>Teachers of the College nominated by the Principal based on Seniority</b>		
7.	Dr.Nihar Ranjan Das, Vice-Principal, AIPS	Member
8.	Dr.M.RamaKrishna, HOD, AIPS	Member
<b>University Nominee nominated by the University</b>		
9.	Dr.M.A.S.Srinivas, Professor of Mathematics, JNTUH	JNTUH Member
<b>Industrialist</b>		
10.	Dr.PrabaShankar, Chairman & Managing Director in Leads Pharma PVT LTD, Industrialist.	Member, Industrialist
<b>Principal of the College (Ex-officio)</b>		
11.	Dr.K. Balaji Principal, Avanthi Institute of Pharmaceutical Sciences	Member Secretary



*[Handwritten Signature]*  
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## Functions of the Governing Body

Subject to the existing provision in the bye-laws of respective colleges and rules lay down by the state government/parent University, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted Autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.



  
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Ref.No AIPS /2022-2023/GB/01

Dates: 12/07/2022

To  
The Members of GB,  
Avanthi Institute of Pharmaceutical  
Sciences, Gunthapally (Village),  
Hyderabad, R.R. District- 501512.

Respected Madam/Sir,

**Sub:** Governing Body Meeting of AIPS on 14/07/2022

This is to bring to your kind notice that the Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences will be held in the conference hall at 10.00 AM on 14/07/2022 to discuss the following agenda points/items.

1. Confirmation of the minutes of the earlier meeting.
2. Discussions on Books, Patents and journal Publications.
3. Approval for faculty recruitment.
4. Discussions on improvisation of student's admissions.
5. Discussions on financial support to faculty to attend conferences/ workshops/memberships.
6. Discussions on PhD Awarded Faculty.
7. Discussion on Staff-welfare
8. Discussion on environmental policy
9. Discussions on MoUs.
10. Submission of AQAR (2021-2022) by IQAC Coordinator
11. Discussions on Annual e-Governance report
12. Matter with permission of chairperson.

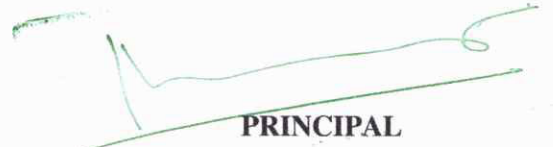
You are requested to kindly make it convenient to attend the meeting.

Regards

(Member Secretary)

Copy to:

1. All members of Governing body and File
2. Administrative office and Master file

  
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## MINUTES OF THE GOVERNING BODY MEETING

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), Hyderabad, R.R. District- 501512 was held on 14/07/2022 at 10.00 AM, Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. M. A. S. Srinivas - Professor of Mathematics& Head - JNTUH Member
10. Dr. Praba Shankar, Chairman& Managing Director in Leads Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal - Member

The Chairperson Smt. M. Gnaneswari extended a warm welcome to the Governing Body members. The following resolutions (agenda wise) were taken after detailed discussions among the members in the meeting.

### **Item-1**

- Confirmation of the minutes of the earlier meeting

### **Resolution:**

- The Governing Body resolved to approve the minutes of the meeting held earlier.

### **Item-2**

- Discussions on Books, Patents and journal Publications.

### **Resolutions:**

- The R&D Cell coordinator has announced that the faculty members have published 2 book chapters & 22 papers for this academic year in various International and National journals.
- The R&D Cell coordinator has urged the faculty members to contribute extensively to promote their knowledge and skills by publishing books, articles, etc.
- The Members have appreciated faculties who have published papers in various International and National journals.



  
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- The Governing Body Members discussed R&D policies and incentives for the faculty and called the members to motivate the faculty members to involve in publication of books, consultancy projects, journal publications etc.

**Item-3**

- Discussions and approval for faculty recruitment

**Resolution:**

- A report on faculty ratifications is made and requirement of faculty for the academic year 2022-2023 is circulated to the members of the Governing Body. The following staff members have been ratified by JNTUH and same has been exhibited to Governing body.

S.NO.	Name of the Faculty	Position
1.	NENAVATH SAROJA	ASST PROFESSOR
2.	DARAVATH BALU	ASST PROFESSOR
3.	VANKUDOTH KAVITHA	ASST PROFESSOR
4.	KUNDURU MADHURI	ASST PROFESSOR
5.	MD ALEEMUDDIN	ASST PROFESSOR

The above faculty was approved and ratified by JNTUH.

- As per the PCI norms, Principal has requested for 45 faculty requirement for the academic year 2022-2023. Accordingly the governing body has sanctioned and approved 45 faculty members as per the requirement.

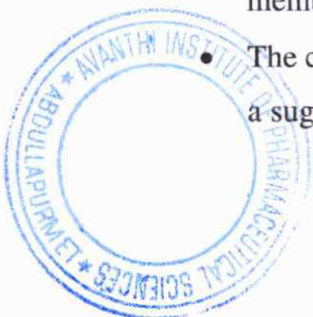
**Item-4**

- Discussions on improvisation of student's admissions.

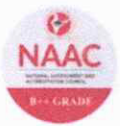
**Resolutions:**

- The Committee suggested some steps to improve the admissions and advised the members to make sure that students should give their first priority to join AIPS.

• The committee observed that M. Pharmacy admissions are low. So, it came up with a suggestion to provide fee concessions to merit students to increase the number of



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admissions.

- It also suggested displaying hoardings and increasing publicity through various awareness programs /educational meets/education fairs etc., about the courses / programs that the college is offering.

#### Item-5

- Discussions on financial support to faculty to attend conferences/ workshops/memberships

#### Resolution:

- The committee provided financial support of Rs. 25,400/-to the faculty who attend conferences/ workshops and towards memberships in professional bodies during the Academic year 2022-2023.

#### Item-6

- Discussions on PhD awarded Faculty

#### Resolution:

The Committee appreciated Dr. B. Manjula, Department of Pharmaceutics on the successful Completion of her doctorate and revised his pay scale by adding an amount of Rs.15, 000/- Per month.

#### Item -7

- Discussion on Staff-welfare

#### Resolution:


- The governing body has approved to provide special leaves to the female faculty who are going for maternity leave.
- In this academic year, committee approved maternity leave to the B. Soujanya, Assistant Professor.

#### Item-8

#### Resolution:

- The committee discussed on Environmental Policy and decided to actively contribute to the sustainable development of the nation and the promotion of sustainable technologies through various programs that is adopted from July 2022 in the institution



  
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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



## Item-9

- Discussions on MoUs.

### Resolution:

- The committee discussed a number of functional MoUs / linkages with institutions/ industries for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the academic year 2022-2023.

The details are given below:

S.NO	NAME OF THE MOU / LINKAGE	NAME OF THE INSTITUTION / INDUSTRY WITH WHOM THE MOU / LINKAGE IS MADE, WITH CONTACT DETAILS	PURPOSE OF THE MOU/LINKAGE (INTERNSHIP, ON-THE-JOB TRAINING, PROJECT WORK, STUDENT / FACULTY EXCHANGE AND COLLABORATIVE RESEARCH)
1	AWARE GLOBAL HOSPITALS	AWARE GLOBAL HOSPITALS	INTERNSHIP/HOSPITAL VISIT
2	SURA LABS	SURA LABS	INTERNSHIP/INDUSTRIAL TRAINING
3	CLINOSOL RESEARCH PRIVATE LIMITED	CLINOSOL RESEARCH PRIVATE LIMITED	INTERNSHIP/INDUSTRIAL TRAINING
4	PHARMA DEEP REMEDIES	PHARMA DEEP REMEDIES	INTERNSHIP/INDUSTRIAL TRAINING
5	JRS LABS	JRS LABS	INTERNSHIP/INDUSTRIAL TRAINING
6	ANALOG LABS	PREP LABS, BHUBANESWAR HTTPS://PREPLABS.TECH	INTERNSHIP/INDUSTRIAL TRAINING
7	EXCE LR SOLUTIONS	EXCE LR SOLUTIONS	INTERNSHIP/INDUSTRIAL TRAINING
8	SRIDHAR'S HEALTH CARE PRIVATE LIMITED	SRIDHAR'S HEALTH CARE PRIVATE LIMITED	INTERNSHIP/INDUSTRIAL TRAINING
9	AVENIDA	AVENIDA	INTERNSHIP/INDUSTRIAL TRAINING



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10	SODUM DRUGS AND PHARMACEUTICALS PRIVATE LIMITED	SODUM DRUGS AND PHARMACEUTICALS PRIVATE LIMITED	INTERNSHIP/INDUSTRIAL TRAINING
11	INCEPTION SOURCE PVT LTD	INCEPTION SOURCE PVT LTD	INTERNSHIP/INDUSTRIAL TRAINING
12	CLINOXY SOLUTIONS PVT LTD	CLINOXY SOLUTIONS PVT LTD	INTERNSHIP/INDUSTRIAL TRAINING
13	SS PHARMA SOLUTIONS	SS PHARMA SOLUTIONS	INTERNSHIP/INDUSTRIAL TRAINING
14	ZENRISE CLINICAL RESEARCH PVT LTD	ZENRISE CLINICAL RESEARCH PVT LTD	INTERNSHIP/INDUSTRIAL TRAINING
15	KP LABS	KP LABS	INTERNSHIP/INDUSTRIAL TRAINING
16	MASTERS PHARMA SOLUTIONS	MASTERS PHARMA SOLUTIONS	INTERNSHIP/INDUSTRIAL TRAINING
17	ZEPFTER TECHNOLOGIES PVT LTD	ZEPFTER TECHNOLOGIES PVT LTD	INTERNSHIP/INDUSTRIAL TRAINING
18	COLLABORATION WITH DIFFERENT COLLEGES	COLLABORATION WITH DIFFERENT COLLEGES	ACADEMIC COLLABORATION

## Item-10

- Submission of AQAR (2021-2022) by IQAC Coordinator

## Resolutions:

- The IQAC Coordinator, Dr. Nihar Ranjan Das submitted the details and data of AQAR (2021-2022) and detailed them to the committee. The committee expressed satisfaction and suggested some improvements as per the data.



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PHARMA  
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- The Committee suggested IQAC to introduce various Methodologies to improve student's admissions, results, placements, higher education, etc.
- The Members agreed to submit the AQAR (2021-2022) to NAAC.

## Item-11

- Discussions on Annual e-Governance report

## Resolution:

- The Committee approved the Annual e-governance report and submitted the report stating the foot prints of ERP in the areas of Administration, Finance & Accounting, Students Admissions & Support and Examinations.

## Item -12

- Any other matter with permission of chairperson

## Resolution:

- The committee decided to meet at regular intervals in a formal /informal manner to develop the institution.

**Annual E-Governance report approved by Governing body. The member secretary has submitted the procurements of E-governance equipment/Software for the previous years and the governing body has approved the same.**



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**Signature Sheet**

1. Smt. Gnaneswari
2. Mr. M.V.S.S. Nandeesh
3. Dr. M. Priyanka
4. Mr. I. Sravan Kumar
5. Dr. B. Rama Devi
6. Mr. N. Sai Ram
7. Dr. Y. Jayaprada
8. Dr. Nihar Ranjan Das
9. Dr. M. Rama Krishna
10. Dr. Praba Shankar
11. Dr. K. Balaji

President *M. Gnaneswari*  
Vice President *M. Nao*  
General Secretary *M. Praba*  
Managing Director *[Signature]*  
University Nominee, Professor, JNTUH *B. Rama Devi*  
Secretary *N. Sai Ram*  
Director - HR *[Signature]*  
Vice Principal *[Signature]*  
HOD *M.R. Krishna*  
Industrialist *[Signature]*  
Principal, AIPS *[Signature]*



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Ranga Reddy Dist.





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(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Ref. No.AIPS/2022-2023/GB/02

Date: 15/02/2023

To  
The Members of GB,  
Avanthi Institute of Pharmaceutical  
Sciences, Gunthapally (Village),  
Hyderabad, R.R. District- 501512.

Respected Madam/Sir,

**Sub:** Governing Body Meeting of AIPS on 17/02/2023.

This is to bring to your kind notice that Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences has been scheduled at 10.00 AM on 17/02/2023 in the conference hall of the college to discuss the following agenda points/items.

1. Confirmation of the minutes of the earlier meeting
2. Discussion on Students Placements.
3. Discussions on faculty certification courses.
4. Discussions on Result Analysis
5. To improve the admissions of students.
6. Discussed on the approval of courses including experimental learning
7. Discussed on the stakeholder feedback report on action needed.
8. Discussions on free ships and Merit Scholarship
9. Discussions on Funds from Agencies for Projects.
10. Any other points to be discussed related to the Purchases & Procurements.
11. Any other item with the permission of chairperson.

You are requested to kindly make it convenient to attend the meeting.

Regards,  
(Members Secretary)

Copy to:

1. All members of Governing body and File
2. Administrative office and Master file



  
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Gunthapally (V), Abdullapurmet (M),  
R. R. Dist., Telangana.



## MINUTES OF THE GOVERNING BODY MEETING

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), Hyderabad, R.R. District- 501512 was held on 17/02/2023 at 10.00 AM, Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. M. A. S. Srinivas - Professor of Mathematics& Head - JNTUH Member
10. Dr. Praba Shankar, Chairman& Managing Director in Leads Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal – Member

The Chairperson Smt. M. Gnaneswari extended a warm welcome to the Governing Body members. The following resolutions (agenda wise) were taken after detailed discussions among the members in the meeting.

### **Item-1**

- Confirmation of the minutes of the earlier meeting

### **Resolution:**

- The members reviewed the earlier minutes of meeting and approved the same.


### **Item-2**

- Discussion on Students Placements

### **Resolutions:**

- The members commended the students who got placements in various companies. Some of the top companies which visited our campus are Aurobindo PVT LTD, Divis Laboratories, Dr.Reddy's PVT LTD etc.
- The total numbers of final year students are 145 of which, 112 students are eligible for placements. In that, 98 students got placements in various MNC companies with the highest package of 10 Lakhs per annum in Pennant Technologies. The members expressed their satisfaction at the achievement.



  
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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist., Hyderabad - 501 512.





### Item-3

- Discussions on Faculty Certification Courses

#### Resolutions:

- The members have acknowledged the importance of certification by NPTEL in pursuit of quality for the students and faculty members.
- The members said that the number of registrations in NPTEL courses from faculty members is very less in number. Further instructed all the heads of the departments to ensure that every faculty member of the department registers for at least one NPTEL course and completes it at the earliest.
- It has been decided to compensate the registration fees for faculty members to obtain certification from NPTEL.

### Item-4

- Discussions on Result Analysis

#### Resolution:

- The committee discussed the pass percentage of the final year students during the Academic year 2022-23. The total number of final year students who passed the university examinations during the Academic year 2022-23 is given below.

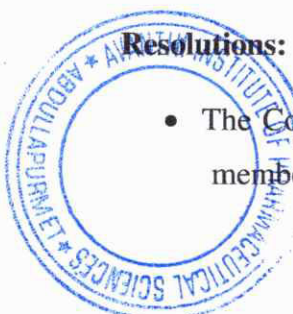
Pass Percentage of the students for the A.Y 2022-2023					
S.No.	Program Code	Program Name	No. of students Appeared in final year examination	No. of students Passed in final year examination	Percentage
1	1R	B.Pharmacy	85	79	92.94%
2	1T	M.Pharmacy	24	21	87.5%
3	1S	Pharm.D	29	29	100%
Percentage			$129/138 * 100 = 93.47\%$		

### Item-5

- Discussions on Admissions

#### Resolutions:

- The Committee suggested some steps to improve the admissions and advised the members to make sure that students should give their first priority to join AIPS.

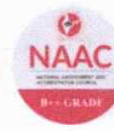


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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)



Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.

- The committee expressed their satisfaction on joining of 152 students in AIPS College for both UG and PG courses for this Academic year 2022-2023.
- The committee observed that M. Pharmacy admissions are low. So, it came up with a suggestion to provide fee concessions to merit students to increase the number of admissions.
- It also suggested displaying hoardings and increasing publicity through various awareness programs /educational meets/education fairs etc., about the courses / programs that the college is offering.

Following are the students joined list for the academic year 2022-2023.

S.No.	Name of the Department	No. of Students joined
1	B.Pharmacy	99
2	M.Pharmacy	23
3	Pharm.D	30
<b>Total number of students</b>		<b>152</b>

## Item-6

- Discussion on the approval of courses including experimental learning

### Resolution:

- Approved the proposal list of courses including experimental learning

## Item-7

- Discussion on the stakeholder feedback report on action needed.

### Resolution:

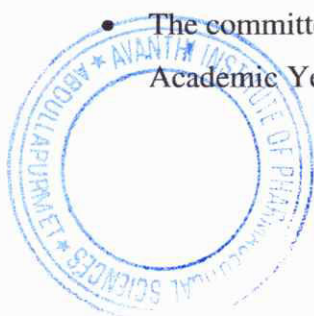
- Resolved to implement the suggestions given in the stakeholder feedback reports by students, teachers, employers & alumni.


## Item-8

- Discussions on free ships and Merit Scholarship

### Resolution:

- The committee discussed and approved on free ships and Merit scholarships for the Academic Year 2022-2023. The details are given below.



  
AVANTHI INSTITUTE Or  
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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.





# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



S.NO.	ACADEMIC YEAR	SCHEME	TOTAL STUDENTS	SANCTIONED AMOUNT
1.	2022-2023	FREESHIPS	200	Rs.8,75,000/-
		MERIT SCHOLARSHIPS	325	Rs.1,86,71,000

## Item-9

- Discussions on Funds from Agencies for Projects

### Resolution:

- The Committee discussed the aspects related to the funds received from the Agencies for carrying out projects and the seed money sanctioned for the faculty of various departments. The details are given below:

FUNDS FROM AGENCIES PROJECT FOR A.Y 2022-23			
S.No.	Name of the Project/ Endowments, Chairs	Name of the Funding Agency	Amount Sanctioned
1	Analytical Method Developments	Inception Source PVT LTD	5,00,000
2	Formulation & Evaluation of Tablets		
<b>Total Amount</b>			<b>5,00,000</b>

## Item-10

- Any other points to be discussed related to the Purchases & Procurements.

### Resolution:

- The member secretary has submitted the procurements of E-governance Equipment/Software for the Previous Years and the governing body has approved the same.

## Item-11

- Any other item with permission of chairperson

### Resolution:

- The committee decided to meet at regular intervals in formal / informal manner to enhance the institution.



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### Signature Sheet

1. Smt. Gnaneswari
2. Mr. M.V.S.S. Nandeesh
3. Dr. M. Priyanka
4. Mr. I. Sravan Kumar Member
5. Dr. B. Rama Devi
6. Mr. N. Sai Ram
7. Dr. Y. Jayaprada
8. Dr. Nihar Ranjan Das
9. Dr. M. Rama Krishna
10. Dr. Praba Shankar
11. Dr. K. Balaji

President *M. Gnaneswari*  
Vice President *M. Nae*  
General Secretary *M. Nae*  
Managing Director *[Signature]*  
University Nominee, Professor, JNTUH *B. Nandeesh*  
Secretary *N. Sai Ram*  
Director - HR *[Signature]*  
Vice Principal *[Signature]*  
HOD *M.R. Krishna*  
Industrialist *[Signature]*  
Principal, AIPS *[Signature]*

### **Annual E-Governance report approved by Governing body**

**The member secretary has submitted the procurements of E-governance equipment/Software for the previous years and the governing body has approved the same.**



*[Signature]*  
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Ranga Reddy Dist.






## Constitution and List of Members of Governing Body

Academic Year: 2021-2022

<b>Members from the Management (Chairman or President of the Management as the Chairperson)</b>		
1.	Smt. M. Gnaneswari President, Avanthi Educational Society	Member
2.	Mr.M.V.S.S. Nandeesh Vice President, Avanthi Educational Society	Member
3.	Dr.M.Priyanka General Secretary, Avanthi Educational Society	
4.	Mr.I.SravanKumar Treasurer & MD, Avanthi Educational Society	Member
5.	Dr.Y.Jayaprada Director-HR, Avanthi Educational Society	Member
6.	Mr.N.Sai Ram Secretary, Avanthi Educational Society	Member
<b>Teachers of the College nominated by the Principal based on Seniority</b>		
7.	Dr.Nihar Ranjan Das, Vice-Principal, AIPS	Member
8.	Dr.M.RamaKrishna, HOD, AIPS	Member
<b>University Nominee nominated by the University</b>		
9.	Dr.M.A.S.Srinivas, Professor of Mathematics, JNTUH	JNTUH Member
<b>Industrialist</b>		
10.	Dr.PrabaShankar, Chairman & Managing Director in Leads Pharma PVT LTD, Industrialist.	Member, Industrialist
<b>Principal of the College (Ex-officio)</b>		
11.	Dr.K. Balaji Principal, Avanthi Institute of Pharmaceutical Sciences	Member Secretary



  
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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Ref.No. AIPS/2021-2022/GB/01

Date: 06.07.2021

To

The Members of GB,

Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village),  
Hyderabad, R.R. District- 501512.

Respected Madam/Sir,

**Sub:** Governing Body Meeting of AIPS on 08.07.2021.

This is to bring to your kind notice that Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences has been scheduled at 10.00 AM on 08.07.2021 in the conference hall of the college to discuss the following agenda points/items.

1. Confirmation of the minutes of the earlier meeting.
2. Discussions on R&D and paper publications.
3. Approval for faculty recruitment.
4. Discussions on improvisation of student's admission.
5. Discussions on Green Audit.
6. Discussions regarding Training & Placements.
7. Discussions on financial support to faculty to attend conferences/workshops/ memberships.
8. Discussions on Environmental Policy.
9. Any other points to be discussed related to the Purchases & Procurements.
10. Discussions on Annual e-Governance report
11. Submission of AQAR (2020-2021) by IQAC Coordinator
12. Any other matter with permission of chairperson.

You are requested to kindly make it convenient to attend the meetings

Regards,  
(Member Secretary)

Copy to:

1. All members of Governing body and File
2. Administrative office and Master file



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R.R. Dist. Telangana.





## MINUTES OF THE GOVERNING BODY MEETING

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), Hyderabad, R.R. District- 501512 was held on 08.07. 2021.at 10.00 AM, Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. M. A. S. Srinivas - Professor of Mathematics& Head - JNTUH Member
10. Dr. Praba Shankar, Chairman& Managing Director in Leads Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal – Member

The Chairperson Smt. M. Gnaneswari extended a warm welcome to the Governing Body members. The following resolutions (agenda wise) were taken after detailed discussions among the members in the meeting.

### **Item-1**

- Confirmation of the minutes of the earlier meeting

### **Resolution:**

- The Governing Body resolved to approve the minutes of the meeting held earlier.


### **Item-2**

- Discussions on R&D and paper publications

### **Resolutions:**

- The R&D Cell coordinator has announced that the faculty members have published 2 book chapters & 11 papers for this academic year in various International and National journals.
- The R&D Cell coordinator has urged the faculty members to contribute extensively to promote their knowledge and skills by publishing books, articles, etc.
- The Members have appreciated faculties who have published papers in various International and National journals and one SCI Free journal with high Index



  
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### Item-3

- Approval for faculty recruitment

### Resolution:

- A report on faculty ratifications is made and requirement of faculty for the academic year 2021-2022 is circulated to the members of the Governing Body. The following staff members have been ratified by JNTUH and same has been exhibited to Governing body.

S.NO.	NAME OF THE FACULTY	DESIGNATION
1.	DR. GADIPALLY SAIKIRAN	PROFESSOR
2.	THATIKAYALA MAHENDER	ASSOC PROFESSOR
3.	KARNATI SANDHYA	ASST PROFESSOR
4.	AMRUTAM SRUTHI	ASST PROFESSOR
5.	BOLLA EMMANUEL EVANGILEEN	ASST PROFESSOR
6.	VELPUKONDA ANUDEEP	ASST PROFESSOR
7.	VLD SPANDANA KONDURU	ASST PROFESSOR
8.	KONGALA LEEMA	ASST PROFESSOR
9.	ANIL KUMAR KAMALLAPELLY	ASST PROFESSOR

The above faculty was approved and ratified by the Governing Body

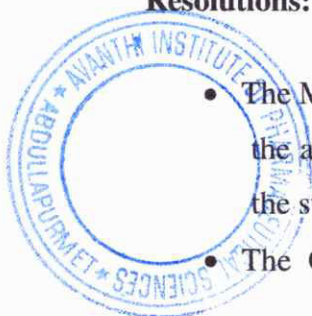
- As per the PCI norms, Principal has requested for 45 faculty requirement for the academic year 2022-2023. Accordingly the governing body has sanctioned and approved 45 faculty members as per the requirement.

### Item-4

- Discussions on improvisation of student's admission.

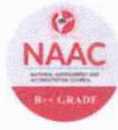
### Resolutions:

- The Members solicited the initiatives to be taken to improve the quality intake with the arrival of increase in number of Government and Private Universities seats in the state.
- The Committee advised the members to improve the admissions and use all



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available electronic/social media platforms in joining students with good academic performances.

- It was resolved to provide fee concession to the students with good EAMCET ranks. The Committee opined that public recognition is vital to improve the admissions and advised the members to take necessary steps to ensure that students prefer to join in AIPS.

#### Item-5

- Discussions on Green Audit.

#### Resolution:

- The committee analyzed the Green Audit report and further actions had been discussed for the implementation in the institute from then.

#### Item-6

- Discussions regarding Training & Placements

#### Resolutions:

- The members suggested preparing the Annual training programs schedules and conducting the training classes accordingly.
- The members suggested appointing dedicated and experienced faculty in Training & Placements cell to look into training activities.
- The members discussed to make the students strong in domain knowledge, communication skills and coding skills etc.

#### Item-7

- Discussions on financial support to faculty to attend conferences / workshops / memberships.

#### Resolution:

- The committee decided to provide financial support of Rs. 23,800/- to the faculty who attend conferences/ workshops and towards memberships of professional bodies during the Academic year 2021-2022.

#### Item-8

- Discussions on Environmental Policy.

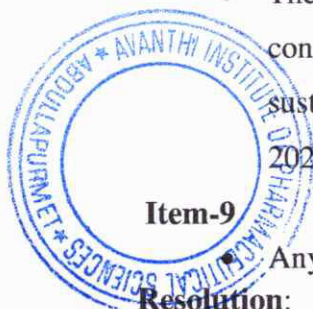
#### Resolution:

- The committee discussed on Environmental Policy and decided to actively contribute to the sustainable development of the nation and the promotion of sustainable technologies through various programs that is adopted from June 2021 in the institution.

#### Item-9

- Any other points to be discussed related to the Purchases & Procurements.

#### Resolution:



*[Handwritten Signature]*  
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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



- The member secretary has submitted the procurements of E-governance Equipment/Software for the Previous Years and the governing body has approved the same.

### Item-10

- Discussions on Annual e-Governance report

### Resolution:

The Committee approved the Annual e-governance report and submitted the report stating the foot prints of ERP in the areas of Administration, Finance & Accounting, Students Admissions & Support and Examinations.

### Item-11

- Submission of AQAR (2020-2021) by IQAC Coordinator

### Resolutions:

- The IQAC Coordinator, Dr. Nihar Ranjan Das submitted the details and data of AQAR (2020-2021) and detailed them to the committee. The committee expressed satisfaction and suggested some improvements as per the data.
- The Committee suggested IQAC to introduce various Methodologies to improve student's admissions, results, placements, higher education, etc.
- The Members agreed to submit the AQAR (2020-2021) to NAAC.

### Item-12

- Any other matter with permission of chairperson

### Resolution:

The committee decided to meet at regular intervals in formal / informal manner to enhance the institution.

**Annual E-Governance report approved by Governing body. The member secretary has submitted the procurements of E-governance equipment/Software for the previous years and the governing body has approved the same.**

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 AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES  
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 R.R. Dist. Telangana.





## Signature Sheet

1. Smt. Gnaneswari
2. Mr. M.V.S.S. Nandeesh
3. Dr. M. Priyanka
4. Mr. I. Sraavan Kumar
5. Dr. B. Rama Devi
6. Mr. N. Sai Ram
7. Dr. Y. Jayaprada
8. Dr. Nihar Ranjan Das
9. Dr. M. Rama Krishna
10. Dr. Praba Shankar
11. Dr. K. Balaji

President *M. Gnaneswari*  
Vice President *M. Nandu*  
General Secretary *M. Priyanka*  
Managing Director *I. Sraavan Kumar*  
University Nominee, Professor, JNTUH *B. Rama Devi*  
Secretary *N. Sai Ram*  
Director - HR *Y. Jayaprada*  
Vice Principal *N. Nihar Ranjan Das*  
HOD *M. Rama Krishna*  
Industrialist *Praba Shankar*  
Principal, AIPS *K. Balaji*



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Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Ref. No. AIPS/2021-2022/GB/02

Date: 27.01.2022

To

The Members of GB,

Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village),

Hyderabad, R.R. District- 501512.

Respected Madam/Sir,

**Sub:** Governing Body Meeting of AIPS on 29.01.2022.

This is to bring to your kind notice that Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences has been scheduled at 10.00 AM on 29.01.2022 in the conference hall of the college to discuss the following agenda points/items.

1. Confirmation of the minutes of the earlier meeting.
2. Discussions on Students Placements.
3. Discussions on faculty Certification-Programs.
4. Discussions on Publications
5. Discussed on the approval of courses including experimental learning
6. Discussed on the stakeholder feedback report on action needed.
7. Discussions on Result Analysis
8. Discussions on Funds from Agencies for Projects
9. Discussion on Staff-welfare
10. Discussions on MoUs
11. Discussions on free ships and Merit Scholarship
12. Discussions on admissions
13. Any other item with permission of chairperson.

You are requested to kindly make it convenient to attend the meeting.

Regards

(Member Secretary)

Copy to:

1. All members of Governing body and File
2. Administrative office and Master file

**PRINCIPAL**





## MINUTES OF THE GOVERNING BODY MEETING

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), Hyderabad, R.R. District- 501512 was held on 29.01.2022 at 10.00 AM, Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. M. A. S. Srinivas - Professor of Mathematics& Head - JNTUH Member
10. Dr. Praba Shankar, Chairman& Managing Director in Leads Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal – Member

The Chairperson Smt. M. Gnaneswari extended a warm welcome to the Governing Body members. The following resolutions (agenda wise) were taken after detailed discussions among the members in the meeting.

### **Item-1**

Confirmation of the minutes of the earlier meeting.

### **Resolution:**

- The members reviewed the earlier minutes of meeting and approved the same.

### **Item-2**

- Discussion on Students Placements


### **Resolution:**

- The members commended the students who got placements in various companies.
- The members commended the students who got placements in various companies. Some of the top companies which visited our campus are Aurobindo PVT LTD, Divis Laboratories, Dr.Reddy's PVT LTD, Med plus Health Services PVT LTD etc.
- The total numbers of final year students are 149 of which, 127 students are eligible for placements. In that, 108 students got placements in various MNC companies with the highest package of 8 Lakhs per annum. The members expressed their satisfaction at the achievement.

### **Item-3**

- Discussion on Faculty Certification- programs.



  
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### Resolutions:

- The members have informed about the importance of certification by NPTEL for the students and faculty members in the pursuit of quality.
- The members said that the number of registrations in NPTEL courses from faculty members is very less in number. Further instructed all the heads of the departments to ensure that every faculty member of the department must register for at least one NPTEL course and complete it at the earliest.
- It has been decided to compensate the registration fees for faculty members to obtain certification from NPTEL.

### Item-4

- Discussions on Publications

### Resolutions:

- The R&D Cell coordinator has announced for this academic year the faculty members published in various International and National journals.
- The committee suggested improving the faculty publications in Scopus Indexed Journals.
- The committee suggested to motivate more number of faculties to register in PhD
- The co-coordinator of R&D has requested all HODs to inform the faculty members who are Doctorates to actively involve themselves in research activities such as publishing their work in referred journals and obtaining funded research projects.

### Item-5

- Discussed on the approval of courses including experimental learning.

### Resolutions:

- Approved the proposal list of courses including experimental learning.

### Item-6

- Discussed on the stakeholder feedback report on action needed.

### Resolution:

- Resolved to implement the suggestions given in the stakeholder feedback reports by students, teachers, employers & alumni.

### Item-7

- Discussions on Result Analysis.

### Resolution:

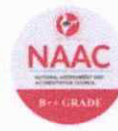
- The committee discussed the pass percentage of the students during the Academic year 2021- 22.

Pass Percentage of the students for the A.Y 2021-2022					
S.No.	Program Code	Program Name	No. of students Appeared in final year examination	No. of students Passed in final year examination	Percentage
1	1R	B.Pharmacy	94	86	91.48%
2	1S	M.Pharmacy	23	20	86.95%
3	1T	Pharm.D	27	27	100%
Percentage			133/144*100 = 92.36%		



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R.R. Dist., Telangana.





## Item-8

- Discussions on Funds from Agencies for Projects

### Resolution:

- The Committee discussed the aspects related to the funds received from the Agencies for carrying out projects and the seed money sanctioned for the faculty of various departments. The details are given below:

FUNDS FROM AGENCIES PROJECT FOR A.Y 2021-22			
S.No.	Name of the Project/ Endowments, Chairs	Name of the Funding Agency	Amount Sanctioned
1	Analytical Method Developments	SS Pharma Solutions	4,15,000
2	Formulation & Evaluation of Tablets	JRS Labs	85,000
		<b>Total Amount</b>	<b>5,00,000</b>

## Item-9

- Discussion on Staff-welfare

### Resolution:

- The committee provided the special leaves to the ladies faculty who are going for maternity leave.
- In this academic year college provided the maternity leave to the T.Madhuri, Associate Professor.


## Item-10

- Discussions on MoUs

### Resolution:

- The committee discussed a number of functional MoUs / linkages with institutions/ industries for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the academic year 2021-2022 .The details are given below:



  
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S.NO	NAME OF THE MOU / LINKAGE	NAME OF THE INSTITUTION / INDUSTRY WITH WHOM THE MOU / LINKAGE IS MADE, WITH CONTACT DETAILS	PURPOSE OF THE MOU/LINKAGE (INTERNSHIP, ON-THE-JOB TRAINING, PROJECT WORK, STUDENT / FACULTY EXCHANGE AND COLLABORATIVE RESEARCH)
1	AWARE GLOBAL HOSPITALS	AWARE GLOBAL HOSPITALS	INTERNSHIP/HOSPITAL VISIT
2	SURA LABS	SURA LABS	INTERNSHIP/INDUSTRIAL TRAINING
3	PHARMA DEEP REMEDIES	PHARMA DEEP REMEDIES	INTERNSHIP/INDUSTRIAL TRAINING
4	AUROBINDO PHARMA LTD. HYDERABAD	AURABINDO PHARMA LTD. HYDERABAD	INTERNSHIP/INDUSTRIAL TRAINING
5	NOVO NOVORDISK	NOVO NOVORDISK	INTERNSHIP/INDUSTRIAL TRAINING
6	COLLABRATION WITH COLLEGES	COLLABRATION WITH COLLEGES	ACADEMIC COLLABRATION

### Item-11

- Discussions on free ships and Merit Scholarship

### Resolution:


- The committee discussed and approved on free ships and Merit scholarships for the Academic Year 2021-2022. The details are given below.

S.NO.	ACADEMIC YEAR	SCHEME	TOTAL STUDENTS	SANCTIONED AMOUNT
1.	2021-2022	FREESHIPS	180	Rs.7,80,000/-
		MERIT SCHOLARSHIPS	318	Rs.1,82,06,000

### Item-12

- Discussions on Admissions



  
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## Resolutions:

- The Committee suggested some steps to improve the admissions and advised the members to make sure that students should give their first priority to join AIPS.
- The committee expressed their satisfaction on joining of 154 students in AIPS College for both UG and PG courses for this Academic year 2021-2022.
- The committee observed that M. Pharmacy admissions are low. So, it came up with a suggestion to provide fee concessions to merit students to increase the number of admissions.
- It also suggested displaying hoardings and increasing publicity through various awareness programs /educational meets/education fairs etc., about the courses / programs that the college is offering.

Following are the admission details for the academic year 2021-2022

S.No.	Name of the Department	No. of Students joined
1	B.Pharmacy	100
2	M.Pharmacy	24
3	Pharm.D	30
<b>Total number of students</b>		<b>154</b>

## Item-13

- Any other item with permission of chairperson

## Resolution:

The members decided to meet at regular intervals in a formal/informal manner to enhance the institution.




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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



### Signature Sheet

- |                               |                                      |                 |
|-------------------------------|--------------------------------------|-----------------|
| 1. Smt. Gnaneswari            | President                            | M. Gnaneswari   |
| 2. Mr. M.V.S.S. Nandeesh      | Vice President                       | M. Nandeesh     |
| 3. Dr. M. Priyanka            | General Secretary                    | M. Priyanka     |
| 4. Mr. I. Sravan Kumar Member | Managing Director                    | I. Sravan Kumar |
| 5. Dr. B. Rama Devi           | University Nominee, Professor, JNTUH | B. Nandeni      |
| 6. Mr. N. Sai Ram             | Secretary                            | N. Sai Ram      |
| 7. Dr. Y. Jayaprada           | Director - HR                        | Y. Jayaprada    |
| 8. Dr. Nihar Ranjan Das       | Vice Principal                       | N. Ranjan Das   |
| 9. Dr. M. Rama Krishna        | HOD                                  | M.R. Krishna    |
| 10. Dr. Praba Shankar         | Industrialist                        | Praba Shankar   |
| 11. Dr. K. Balaji             | Principal, AIPS                      | K. Balaji       |



  
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## Constitution and List of Members of Governing Body

Academic Year: 2020-2021

<b>Members from the Management (Chairman or President of the Management as the Chairperson)</b>		
1.	Smt. M. Gnaneswari President, Avanthi Educational Society	Member
2.	Mr.M.V.S.S. Nandeesh Vice President, Avanthi Educational Society	Member
3.	Dr.M.Priyanka General Secretary, Avanthi Educational Society	
4.	Mr.I.SravanKumar Treasurer & MD, Avanthi Educational Society	Member
5.	Dr.Y.Jayaprada Director-HR, Avanthi Educational Society	Member
6.	Mr.N.Sai Ram Secretary, Avanthi Educational Society	Member
<b>Teachers of the College nominated by the Principal based on Seniority</b>		
7.	Dr.Nihar Ranjan Das, Vice-Principal, AIPS	Member
8.	Dr.M.RamaKrishna, HOD, AIPS	Member
<b>University Nominee nominated by the University</b>		
9.	Dr.M.A.S.Srinivas, Professor of Mathematics, JNTUH	JNTUH Member
<b>Industrialist</b>		
10.	Dr.PrabaShankar, Chairman & Managing Director in Leads Pharma PVT LTD, Industrialist.	Member, Industrialist
<b>Principal of the College (Ex-officio)</b>		
11.	Dr.K. Balaji Principal, Avanthi Institute of Pharmaceutical Sciences	Member Secretary



  
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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Ref .No.AIPS/2020-2021/GB/01

Date: 08/07/2020

To

The Members of GB,

Avanthi Institute of Pharmaceutical Sciences,

Gunthapally (Village), Hyderabad,

R.R.District-501512.

Respected Madam/Sir,

**Sub:** Governing Body Meeting of AIPS on 10/07/2020

This is to bring to your kind notice that Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences has been scheduled at 10.00 AM on 10/07/2020 in the conference hall of the college to discuss the following agenda points/items.

1. Confirmation of the minutes of the earlier meeting.
2. Discussions on journal Publications.
3. Approval for faculty recruitment.
4. Discussions on financial support to faculty to attend conferences/workshops/ memberships.
5. Any other points to be discussed related to the Purchases & Procurements.
6. Submission of AQAR (2019-2020) by IQAC Coordinator.
7. Discussions on Annual e-Governance report.
8. Any other matter with permission of chairperson.

You are requested to kindly make it convenient to attend the meeting.

Regards,

(Member Secretary)

Copy to:

1. All members of Governing body and File
2. Administrative office and Master File

  
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## MINUTES OF THE GOVERNING BODY MEETING

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), R.R. District- 501512 was held on 10/07/2020 at 10.00 AM, Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. M. A. S. Srinivas - Professor of Mathematics& Head - JNTUH Member
10. Dr. Praba Shankar, Chairman& Managing Director in Leads Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal – Member

The Chairperson Smt. M. Gnaneswari extended a warm welcome to the Governing Body members. The following resolutions (agenda wise) were taken after detailed discussions among the members in the meeting.

### Item-1

- Confirmation of the minutes of the earlier meeting.

### Resolution:

- The Governing Body resolved to approve the minutes of the meeting held earlier. Governing Body recommended the institute in the previous meeting to undertake the following:
- Recruitment of new faculty in various departments.


### Item-2

- Discussions on journal Publications.

### Resolutions:

- The R&D Cell coordinator has announced that the faculty members have 2 papers for this academic year in various International and National journals.
- The R&D Cell coordinator has urged the faculty members to contribute extensively to promote their knowledge and skills by publishing books, articles, etc.
- The Governing Body Members discussed R&D policies and incentives for the faculty and advised them to publicize among all the faculty members and



  
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motivate them to involve in publishing books, undertake consultancy projects and contribute to journal publications etc.

**Item-3**

- Approval for faculty recruitment

**Resolution:**

- A report on faculty ratifications is made and requirement of faculty for the academic year 2020-2021 is circulated to the members of the Governing Body. The following staff members have been ratified by JNTUH and same has been exhibited to Governing body.

S.NO.	NAME OF THE FACULTY	DESIGNATION
1.	DR. NAGA RAJU KANDUKOORI	PROFESSOR
2.	SRILATHA PAGILLA	ASST PROFESSOR
3.	RISHIKA UNYALA	ASST PROFESSOR
4.	S KOTI REDDY S KOTI REDDY	ASST PROFESSOR
5.	GANJI SAI CHARAN	ASST PROFESSOR
6.	VADTYA GANESH	ASST PROFESSOR
7.	BOLLE SURESHKUMAR	ASST PROFESSOR

The above faculty was approved and ratified by the Governing Body.

- As per the PCI norms, Principal has requested for 45 faculty requirement for the academic year 2020-2021. Accordingly the governing body has sanctioned and approved 45 faculty members as per the requirement.

**Item-4**

- Discussions on financial support to faculty to attend conferences/workshops/ memberships.

**Resolution:**

- The committee provided financial support of Rs. 22,000/-to the faculty who attend conferences/ workshops and towards memberships in professional bodies during the Academic year 2020-2021

**Item-5**

- Any other points to be discussed related to the Purchases & Procurements.



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## Resolution:

- The member secretary has submitted the procurements of E-governance Equipment/Software for the Previous Years and the governing body has approved the same.

## Item-6

- Submission of AQAR (2019-2020) by IQAC Coordinator

## Resolutions:

- The IQAC Coordinator, Dr. Nihar Ranjan Das submitted the details and data of AQAR (2019-2020) and detailed them to the committee. The committee expressed satisfaction and suggested some improvements as per the data.
- The Committee suggested IQAC to introduce various Methodologies to improve student's admissions, results, placements, higher education, etc.
- The Members agreed to submit the AQAR (2019-2020) to NAAC.

## Item-7

- Discussions on Annual e-Governance report

## Resolution:

The Committee approved the Annual e-governance report and submitted the report stating the foot prints of ERP in the areas of Administration, Finance & Accounting, Students Admissions & Support and Examinations.

## Item-8

- Any other matter with permission of chairperson

## Resolution:

- The committee decided to meet at regular intervals in formal / informal manner to enhance the institution.

**Annual E-Governance report approved by Governing body. The member secretary has submitted the procurements of E-governance equipment/Software for the previous years and the governing body has approved the same.**



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**Signature Sheet**

1. Smt. Gnaneswari	President	M. Gnaneswari
2. Mr. M.V.S.S. Nandeesh	Vice President	M. Nandeesh
3. Dr. M. Priyanka	General Secretary	M. Priyanka
4. Mr. I. Sravan Kumar	Managing Director	I. Sravan Kumar
5. Dr. M. A. S. Srinivas	University Nominee, Professor, JNTUH	M. A. S. Srinivas
6. Mr. N. Sai Ram	Secretary	N. Sai Ram
7. Dr. Y. Jayaprada	Director - HR	Y. Jayaprada
8. Dr. Nihar Ranjan Das	Vice Principal	Nihar Ranjan Das
9. Dr. M. Rama Krishna	HOD	M. Rama Krishna
10. Dr. Praba Shankar	Industrialist	Praba Shankar
11. Dr. K. Balaji	Principal, AIPS	K. Balaji



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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Ref.No. AIPS/2020-2021/GB/02

Date: 01/02/2021

To

The Members of GB,

Avanthi Institute of Pharmaceutical Sciences,

Gunthapally (Village), Hyderabad, R.R. District- 501512

Respected Madam/Sir,

**Sub:** Governing Body Meeting of AIPS on 03/02/2021

This is to bring to your kind notice that the Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences will be held in the conference hall of the college at 10:00 AM on 17/03/2021 to discuss the following agenda points/items.

1. Confirmation of the minutes of the earlier meeting. .
2. Discussions on Students Placements. .
3. Discussions on faculty certification courses.
4. Discussion on admissions of students.
5. Discussed the stake holder feedback report on action needed.
6. Discussions on Financial Support to Faculty facing Health Issues.
7. Discussions on Result Analysis.
8. Discussions on Funds from Agencies for Projects
9. Discussion on Staff-welfare
10. Discussions on MoUs
11. Discussions on Admissions
12. Discussions on free ships and Merit Scholarship
13. Any other item with permission of chairperson.

You are requested to kindly make it convenient to attend the meeting.

Regards,  
(Member Secretary)

Copy to: 1. All members of Governing body and File  
2. Administrative office and Master file



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## MINUTES OF THE GOVERNING BODY MEETING

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), Hyderabad, R.R. District- 501512 was held on 03/02/2021 at 10.00 AM, Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. M. A. S. Srinivas - Professor of Mathematics& Head - JNTUH Member
10. Dr. Praba Shankar, Chairman& Managing Director in Leads Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal - Member

The Chairperson Smt. M. Gnaneswari extended a warm welcome to the Governing Body members. The following resolutions (agenda wise) were taken after detailed discussions among the members in the meeting.

### **Item-1**

- Confirmation of the minutes of the earlier meeting

### **Resolution:**

- The Governing Body resolved to approve the minutes of the meeting held earlier.

### **Item-2**

- Discussions on Students' Placements

### **Resolutions:**

- The members commended the students who got placements in various companies. Some of the top companies which visited our campus are AQUITY SOLUTIONS PVT LTD, PRIMERA MEDICAL TECHNOLOGIES, VEET TECHNOLOGIES PVT LTD, DIVIS LABORATORIES, and DR.REDDY'S PVT LTD etc.
- The total numbers of final year students are 123 of which, 96 students are eligible for placements. In that, 85 students got placements in various MNC companies with the highest package of 6 Lakhs per annum in Pennant Technologies. The members expressed their satisfaction at the achievement.



  
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### Item-3

- Discussions on Faculty Certification Courses

#### Resolution:

- The members have informed about the importance of certification by NPTEL for the students and faculty members to ensure quality.

### Item-4

- Discussions on Admissions

#### Resolutions:

- The Committee suggested some steps to improve the admissions and advised the members to make sure that students should give their first priority to join AIPS.
- The committee expressed their satisfaction on joining of 152 students in AIPS College for both UG and PG courses for this Academic year 2020-2021.
- The committee observed that M. Pharmacy admissions are low. So, it came up with a suggestion to provide fee concessions to merit students to increase the number of admissions.
- It also suggested displaying hoardings and increasing publicity through various awareness programs /educational meets/education fairs etc., about the courses / programs that the college is offering.

Following are the admission details for the academic year 2020-2021

S.No.	Name of the Department	No. of Students joined
1	B.Pharmacy	100
2	M.Pharmacy	24
3	Pharm.D	28
<b>Total number of students</b>		<b>152</b>

### Item-5

- Discussed on the stake holder feedback report on action needed.

#### Resolution:

- Resolved to implement the suggestions given in the stake holder feedback reports by students, teachers, employers & alumni

### Item-6

- Discussions on Financial Support to Faculty facing Health Problems.

#### Resolution:

- Discussed on Financial Support to Faculty facing Covid-19 & Health Problems.

### Item-7

- Discussions on Result Analysis.

#### Resolution:

- The committee discussed the pass percentage of the final year students during the



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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

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Academic year 2020-2021. The total number of final year students who passed the university examinations during the Academic year 2020-2021 is given below.

Pass Percentage of the students for the A.Y 2020-2021					
S.No.	Program Code	Program Name	No. of students Appeared in final year examination	No. of students Passed in final year examination	Percentage
1	1R	B.Pharmacy	67	59	88.05%
2	1S	M.Pharmacy	22	21	95.45%
3	1T	Pharm.D	29	29	100%
Percentage			109/118*100 = 92.37%		

## Item-8

- Discussions on Funds from Agencies for Projects

### Resolution:

- The Committee discussed the aspects related to the funds received from the Agencies for carrying out projects and the seed money sanctioned for the faculty of various departments. The details are given below:

FUNDS FROM AGENCIES PROJECT FOR A.Y 2020-21			
S.No.	Name of the Project/ Endowments, Chairs	Name of the Funding Agency	Amount Sanctioned
1	Analytical Method Developments	JRS Labs	2,00,000
2	Formulation & Evaluation of Tablets		
Total Amount			2,00,000


## Item-9

- Discussion on Staff-welfare

### Resolution:

- The committee provided the special leaves to the ladies faculty who are going for maternity leave.
- In this academic year college provided the maternity leave to the P. Lavanya, Assistant Professor.



  
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## Item-10

- Discussions on MoUs.

### Resolution:

- The committee discussed a number of functional MoUs / linkages with institutions/ industries for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the academic year 2020-2021 .The details are given below:

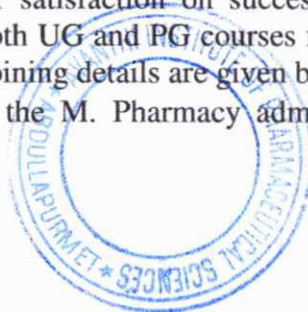
S. NO	NAME OF THE MOU / LINKAGE	NAME OF THE INSTITUTION / INDUSTRY WITH WHOM THE MOU / LINKAGE IS MADE, WITH CONTACT DETAILS	PURPOSE OF THE MOU/LINKAGE (INTERNSHIP, ON-THE-JOB TRAINING, PROJECT WORK, STUDENT / FACULTY EXCHANGE AND COLLABORATIVE RESEARCH)
1	AWARE GLOBAL HOSPITALS	AWARE GLOBAL HOSPITALS	INTERNSHIP/HOSPITAL VISIT
2	SURA LABS	SURA LABS	INTERNSHIP/INDUSTRIAL TRAINING
3	DEPARTMENT OF PHARMACEUTICS, G. PULLA REDDY COLLEGE OF PHARMACY, HYDERABAD	DEPARTMENT OF PHARMACEUTICS, G. PULLA REDDY COLLEGE OF PHARMACY, HYDERABAD	ACADEMIC COLLABRATION
4	PHARMA DEEP REMEDIES	PHARMA DEEP REMEDIES	ACADEMIC COLLABRATION
5	VICE CHANCELLOR, KRISHNA UNIVERSITY, MACHILIPATNAM, ANDHRA PRADESH	VICE CHANCELLOR, KRISHNA UNIVERSITY, MACHILIPATNAM, ANDHRA PRADESH	ACADEMIC COLLABRATION

## Item-11

- Discussions on Admissions

### Resolution:

- The Committee suggested some steps to improve the admissions and advised to make sure that students should give first priority to join AIPS.
- The committee expressed their satisfaction on successful admission of 152 students in AIPS College for both UG and PG courses for this Academic year. The department wise students joining details are given below.
- The committee discussed that the M. Pharmacy admissions are low and for



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encouragement of the students, the committee decided to provide some fee concessions for the merit students.

- It was also suggested to arrange some hoardings, publicity and awareness programs/ educational meets/education fairs etc. about the courses/ programs that we are offering.

Following are the admission details for the academic year 2020-2021.

S.No.	Name of the Department	No. of Students joined
1	B.Pharmacy	100
2	M.Pharmacy	24
3	Pharm.D	28
<b>Total number of students</b>		<b>152</b>

### Item-12

- Discussions on free ships and Merit Scholarship

#### Resolution:

- The committee discussed and approved on free ships and Merit scholarships for the Academic Year 2020-2021. The details are given below.

S.NO.	ACADEMIC YEAR	SCHEME	TOTAL STUDENTS	SANCTIONED AMOUNT
1.	2022-2023	FREESHIPS	200	Rs.7,00,000/-
		MERIT SCHOLARSHIPS	325	Rs.1,56,02,000


### Item-13

- Any other matter with permission of chairperson

#### Resolution:

- The committee decided to meet at regular intervals in formal / informal manner to enhance the institution.



  
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Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



## Signature Sheet

1. Smt. Gnaneswari	President	M. Gnaneswari
2. Mr. M.V.S.S. Nandeesh	Vice President	M. Nandu
3. Dr. M. Priyanka	General Secretary	M. Priyanka
4. Mr. I. Sravan Kumar	Managing Director	I. Sravan Kumar
5. Dr. M. A. S. Srinivas	University Nominee, Professor, JNTUH	A. Srinivas
6. Mr. N. Sai Ram	Secretary	N. Sai Ram
7. Dr. Y. Jayaprada	Director - HR	Y. Jayaprada
8. Dr. Nihar Ranjan Das	Vice Principal	N. Ranjan Das
9. Dr. M. Rama Krishna	HOD	M. Rama Krishna
10. Dr. Praba Shankar	Industrialist	Praba Shankar
11. Dr. K. Balaji	Principal, AIPS	K. Balaji



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Ranga Reddy Dist.




## Constitution and List of Members of Governing Body

Academic Year: 2019-2020

<b>Members from the Management (Chairman or President of the Management as the Chairperson)</b>		
1.	Smt. M. Gnaneswari President, Avanthi Educational Society	Member
2.	Mr.M.V.S.S. Nandeesh Vice President, Avanthi Educational Society	Member
3.	Dr.M.Priyanka General Secretary, Avanthi Educational Society	
4.	Mr.I.SravanKumar Treasurer & MD, Avanthi Educational Society	Member
5.	Dr. Y. Jayaprada Director-HR, Avanthi Educational Society	Member
6.	Mr.N.Sai Ram Secretary, Avanthi Educational Society	Member
<b>Teachers of the College nominated by the Principal based on Seniority</b>		
7.	Dr.Nihar Ranjan Das, Vice-Principal, AIPS	Member
8.	Dr.M.RamaKrishna, HOD, AIPS	Member
<b>University Nominee nominated by the University</b>		
9.	Dr.M.A.S.Srinivas, Professor of Mathematics, JNTUH	JNTUH Member
<b>Industrialist</b>		
10.	Dr.PrabaShankar, Chairman & Managing Director in Leads Pharma PVT LTD, Industrialist.	Member, Industrialist
<b>Principal of the College (Ex-officio)</b>		
11.	Dr.K. Balaji Principal, Avanthi Institute of Pharmaceutical Sciences	Member Secretary



  
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Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Ref.No. AIPS/2019-2020/GB/01

Date: 22/07/2019

To  
The Members of GB,  
Avanthi Institute of Pharmaceutical Sciences,  
Gunthapally (Village), Hyderabad,  
R.R. District- 501512.

Respected Madam/Sir,

**Sub:** Governing Body Meeting of AIPS on 24/07/2019

This is to bring to your kind notice that the Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences in the conference hall of the college is scheduled at 10.00 AM on 22/08/2019 to discuss the following agenda points/items:

1. Confirmation of the minutes of the earlier meeting.
2. Discussions on journal Publications.
3. Approval for faculty recruitment.
4. Discussions regarding Training & Placements.
5. Discussions on providing financial support to faculty for attending conferences/workshops/ membership fees.
6. Discussions on MoUs
7. Submission of AQAR (2018-2019) by IQAC Coordinator
8. Discussions on Annual e-Governance report
9. Any other matter with the permission of chairperson.

You are requested to kindly make it convenient to attend the meeting

Regards

(Member Secretary)

Copy to:

1. All members of Governing body and File
2. Administrative office and Master file



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R.R. Dist. Telangana.



## MINUTES OF THE GOVERNING BODY

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), Hyderabad, R.R. District- 501512 was held on 24/07/2019 at 10.00 AM, Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. B. Rama Devi - Prof in Chemistry- JNTUH Member
10. Dr. Praba Shankar, Chairman& Managing Director in Leads  
Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal - Member

The Chairperson, Smt. M. Gnaneswari, extended a warm welcome to the Governing Body members. The following resolutions (agenda-wise) were taken after detailed discussions among the members in the meeting.

### **Item-1**

- Confirmation of the minutes of the earlier meeting.

### **Resolution:**

- The Governing Body resolved to approve the minutes of the meeting held earlier


### **Item-2**

- Discussions on journal Publications.

### **Resolutions:**

- The R&D Cell coordinator has announced that the faculty members have published 1 book chapters & 4 papers for this academic year in various International and National journals.
- The Members have appreciated faculties who have published papers in various International and National journals and one SCI Free journal with high Index factor.



  
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### Item-3

- Approval for faculty recruitment

#### Resolutions:

- A report on faculty selections is made and requirement of faculty for the academic year is circulated to the members of the Governing Body.
- A report on faculty ratifications is made and requirement of faculty for the academic year 2019-2020 is circulated to the members of the Governing Body. The following staff members have been ratified by JNTUH and same has been exhibited to Governing body.

S.NO.	Name of the Faculty	Designation
1.	ANDE SHAILAJA	ASST PROFESSOR
2.	NAKKAPOTHULA SARITHA	ASST PROFESSOR
3.	KANDUKURI DILEEP KUMAR	ASST PROFESSOR
4.	SOUJANYA BURAM	ASST PROFESSOR
5.	KAMSALI ANUSHA	ASST PROFESSOR
6.	VALLURI DHARMA SAI	ASST PROFESSOR

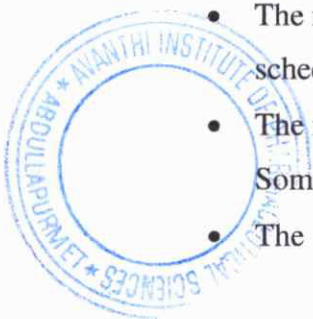
- The above faculty was approved and ratified by the Governing Body.
- As per the PCI norms, Principal has requested for 45 faculty requirement for the academic year 2019-2020. Accordingly the governing body has sanctioned and approved 45 faculty members as per the requirement.

### Item-4

- Discussions regarding Training & Placements

#### Resolutions:

- The members suggested for preparing the Annual training programs schedules and conducting the training classes accordingly.
- The members commended the students who got placed in various companies. Some of the top companies that visited to our campus
- The members suggested appointing dedicated faculty in Training &



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(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Placements cell to coordinate and look into regular training activities.

### Item-5

- Discussions on financial support to faculty to attend conferences/workshops/ memberships

### Resolution:

- The committee decided to provide financial support of Rs. 21,500/- to the faculty who attend conferences/ workshops and towards memberships of professional bodies during the Academic year 2019-2020.

### Item-6

- Discussions on MoUs.

### Resolution:

- The committee discussed a number of functional MoUs / linkages with institutions/ industries for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the academic year 2019-2020 .The details are given below:

S. N O	NAME OF THE MOU / LINKAGE	NAME OF THE INSTITUTION / INDUSTRY WITH WHOM THE MOU / LINKAGE IS MADE, WITH CONTACT DETAILS	PURPOSE OF THE MOU/LINKAGE (INTERNSHIP, ON-THE-JOB TRAINING, PROJECT WORK, STUDENT / FACULTY EXCHANGE AND COLLABORATIVE RESEARCH)
1	AWARE GLOBAL HOSPITALS	AWARE GLOBAL HOSPITALS	INTERNSHIP/HOSPITAL VISIT
2	SURA LABS	SURA LABS	INTERNSHIP/INDUSTRIAL TRAINING
3	KP LABS	KP LABS	INTERNSHIP/INDUSTRIAL TRAINING
4	SS PHARMA SOLUTIONS	SS PHARMA SOLUTIONS	INTERNSHIP/INDUSTRIAL TRAINING
5	CLINOSOL RESEARCH PRIVATE LIMITED	CLINOSOL RESEARCH PRIVATE LIMITED	INTERNSHIP/INDUSTRIAL TRAINING



*[Signature]*  
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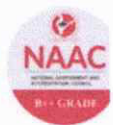




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6	CSIR, IICT	CSIR, IICT	INTERNSHIP/INDUSTRIAL TRAINING
7	COLLABRATION WITH DIFFERENT COLLEGES	COLLABRATION WITH DIFFERENT COLLEGES	ACADEMIC COLLABRATION

### Item-7

- Submission of AQAR (2018-2019) by IQAC Coordinator

### Resolutions:

- The IQAC Coordinator, Dr. Nihar Ranjan Das submitted the details and data of AQAR (2018-2019) and detailed them to the committee. The committee expressed satisfaction and suggested some improvements as per the data.
- The Committee suggested IQAC to introduce various Methodologies to improve student's admissions, results, placements, higher education, etc.
- The Members agreed to submit the AQAR (2018-2019) to NAAC.

### Item-8

- Discussions on Annual e-Governance report

### Resolution:

The Committee approved the Annual e-governance report and submitted the report stating the foot prints of ERP in the areas of Administration, Finance & Accounting, Students Admissions & Support and Examinations.

### Item-9

- Any other matter with the permission of chairperson.

### Resolution:

- The committee decided to meet at regular intervals in a formal/informal manner to enhance the institution.

**Annual E-Governance report approved by Governing body. The member secretary has submitted the procurements of E-governance equipment/Software for the previous years and the governing body has approved the same.**



*[Handwritten Signature]*  
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 R.R. Dist. Telangana.



**Signature Sheet**

1. Smt. Gnaneswari	President	M. Gnaneswari
2. Mr. M.V.S.S. Nandeesh	Vice President	M. Naveen
3. Dr. M. Priyanka	General Secretary	M. Priyanka
4. Mr. I. Sravan Kumar	Managing Director	I. Sravan Kumar
5. Dr. M. A. S. Srinivas	University Nominee, Professor, JNTUH	A. Srinivas
6. Mr. N. Sai Ram	Secretary	N. Saideep
7. Dr. Y. Jayaprada	Director - HR	Y. Jayaprada
8. Dr. Nihar Ranjan Das	Vice Principal	N. Ranjan Das
9. Dr. M. Rama Krishna	HOD	M. Rama Krishna
10. Dr. Praba Shankar	Industrialist	Praba Shankar
11. Dr. K. Balaji	Principal, AIPS	K. Balaji



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Ranga Reddy Dist.





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Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Ref. No. AIPS/2019-2020/GB/02

Date: 03/02/2020

To  
The Members of GB,  
Avanthi Institute of Pharmaceutical Sciences,  
Gunthapally (Village), Hyderabad, R.R. District- 501512.

Respected Madam/Sir,  
**Sub:** Governing Body Meeting of AIPS on 05/02/2020

This is to bring to your kind notice that the Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences will be held in the conference hall of the college at 10.00 AM on 05/02/2020 to discuss the following agenda points/items.

1. Confirmation of the minutes of the earlier meeting.
2. Discussions on Students Placements.
3. Discussions on faculty certification courses.
4. Discussions on Admissions
5. Discussed the approval of courses including experimental learning
6. Discussed the stakeholder feedback report on action needed.
7. Discussions on Annual e-governance Report.
8. Discussions on Result Analysis.
9. Discussions on PhD Awarded Faculty.
10. Discussions on Funds from Agencies for Projects.
11. Discussions on free ships and Merit Scholarship
12. Any other item with the permission of chairperson.

You are requested to kindly make it convenient to attend the meeting.


Regards,

(Member Secretary)

Copy to:

1. All members of Governing body and File
2. Administrative office and Master file



  
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## MINUTES OF THE GOVERNING BODY MEETING

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), Hyderabad, R.R. District- 501512 was held at 10.00 AM on 05/02/2020.

Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. B. Rama Devi - Prof in Chemistry- JNTUH Member
10. Dr. Praba Shankar, Chairman & Managing Director in Leads Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal – Member

The Chairperson, Smt. M. Gnaneswari, extended a warm welcome to the Governing Body members. The following resolutions (agenda wise) were taken after detailed discussions among the members in the meeting.

### **Item-1**

- Confirmation of the minutes of the earlier meeting.

### **Resolution:**

- The Governing Body resolved to approve the minutes of the meeting held earlier

### **Item-2**

- Discussions on Students Placements

### **Resolution:**

- The governing body expressed satisfaction over the performance of the placement division, with the number of students placed in different companies.
- The members commended the students who got placements in various companies. Some of the top companies which visited our campus are AQUITY SOLUTIONS PVT LTD, PRIMERA MEDICAL TECHNOLOGIES, SPY HEALTH PVT LTD, VEET TECHNOLOGIES PVT LTD, DIVIS LABORATORIES, and DR.REDDY'S PVT LTD etc.
- The total numbers of final year students are 90.of which, 80 students are eligible for placements. In that, 75 students got placements in various MNC companies



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members expressed their satisfaction at the achievement.

**Item-3**

- Discussions on Faculty Certification Courses

**Resolutions:**

- The members have informed the committee about the importance of certification by NPTEL for the students and faculty members in the pursuit of quality.
- It has been decided to reimburse the registration fees of those faculty members who obtain certification from NPTEL.

**Item-4**

- Discussions on Admissions

**Resolutions:**

- The Committee suggested some steps to improve the admissions and advised the members to make sure that students should give their first priority to join AIPS.
- The committee expressed their satisfaction on joining of 153 students in AIPS College for both UG and PG courses for this Academic year 2019-2020.
- The committee observed that M. Pharmacy admissions are low. So, it came up with a suggestion to provide fee concessions to merit students to increase the number of admissions.
- It also suggested displaying hoardings and increasing publicity through various awareness programs /educational meets/education fairs etc., about the courses / programs that the college is offering.

Following are the admission details for the academic year 2019-2020

S.No.	Name of the Department	No. of Students joined
1	B.Pharmacy	100
2	M.Pharmacy	30
3	Pharm.D	23
<b>Total number of students</b>		<b>153</b>

**Item-5**

- Discussed on the approval of courses including experimental learning.

**Resolution:**

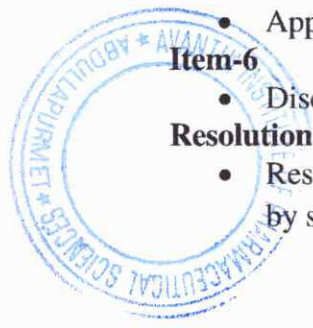
- Approved the proposal list of courses including experimental learning.

**Item-6**

- Discussed on the stakeholder feedback report on action needed.

**Resolution:**

- Resolved to implement the suggestions given in the stakeholder feedback reports by students, teachers, employers & alumni.



Handwritten signature and blue stamp: AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES, Gunthapally (V), Abdullapurmet (M), R.R. Dist. Telangana.



## Item-7

- Discussions on Annual e-governance Report.

### Resolution:

- The Committee approved the Annual e-governance report and submitted the report stating the foot prints of ERP in the areas of Administration, Finance & Accounting, Students Admissions & Support and Examinations.

## Item-8

- Discussions on Result Analysis.

### Resolutions:

- The committee discussed the pass percentage of the students during the Academic year 2019- 20 and the committee appreciated the students for their good performance in the examinations.
- The committee discussed the pass percentage of the final year students during the Academic year 2019-2020. The total number of final year students who passed the university examinations during the Academic year 2019-2020 is given below.

Pass Percentage of the students for the A.Y 2019-2020					
S.No.	Program Code	Program Name	No. of students Appeared in final year examination	No. of students Passed in final year examination	Percentage
1	1R	B.Pharmacy	44	43	97.72%
2	1S	M.Pharmacy	25	22	88%
3	1T	Pharm.D	21	21	100%
Percentage			86/90*100 = 95.55%		

## Item-9

- Discussions on PhD Awarded Faculty

### Resolution:

- The Committee appreciated Dr. M.Ramakrishna, Department of Pharmaceutics on the successful Completion of his doctorate and revised his pay scale by adding an amount of Rs.15, 000/- per month.

## Item-10

- Discussions on Funds from Agencies for Projects

### Resolution:

- The Committee discussed the aspects related to the funds received from the Agencies for carrying out projects and the seed money sanctioned for the faculty of various departments. The details are given below:



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FUNDS FROM AGENCIES PROJECT FOR A.Y 2019-20			
S.No.	Name of the Project/ Endowments, Chairs	Name of the Funding Agency	Amount Sanctioned
1	Analytical Method Developments and Formulation & Evaluation of Tablets	Clinoxy Solutions	3,00,000
2			
		<b>Total Amount</b>	<b>3,00,000</b>

## Item-11

- Discussions on free ships and Merit Scholarship

### Resolution:

- The committee discussed and approved on free ships and Merit scholarships for the Academic Year 2019-2020

S.NO.	ACADEMIC YEAR	SCHEME	TOTAL STUDENTS	SANCTIONED AMOUNT
1.	2022-2023	FREESHIPS	135	Rs.5,90,000/-
		MERIT SCHOLARSHIPS	250	Rs.1,29,34,800

## Item-12

- Any other item with the permission of chairperson.

### Resolution:

- The committee decided to meet at regular intervals in formal / informal manner to develop the institution.



  
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**PHARMACEUTICAL SCIENCES**  
Gunthapally (V), Abdullapurmet (M).



**Signature Sheet**

1. Smt. Gnaneswari	President	M. Gnaneswari
2. Mr. M.V.S.S. Nandeesh	Vice President	M. Nandeesh
3. Dr. M. Priyanka	General Secretary	M. Priyanka
4. Mr. I. Sravan Kumar	Managing Director	I. Sravan Kumar
5. Dr. M. A. S. Srinivas	University Nominee, Professor, JNTUH	M. A. S. Srinivas
6. Mr. N. Sai Ram	Secretary	N. Sai Ram
7. Dr. Y. Jayaprada	Director - HR	Y. Jayaprada
8. Dr. Nihar Ranjan Das	Vice Principal	N. Ranjan Das
9. Dr. M. Rama Krishna	HOD	M. Rama Krishna
10. Dr. Praba Shankar	Industrialist	Praba Shankar
11. Dr. K. Balaji	Principal, AIPS	K. Balaji



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## Constitution and List of Members of Governing Body

AcademicYear:2018-2019

<b>Members from the Management (Chairman or President of the Management as the Chairperson)</b>		
1.	Smt. M. Gnaneswari President, Avanthi Educational Society	Member
2.	Mr.M.V.S.S. Nandeesh Vice President, Avanthi Educational Society	Member
3.	Dr.M.Priyanka General Secretary, Avanthi Educational Society	
4.	Mr.I.SravanKumar Treasurer &MD, Avanthi Educational Society	Member
5.	Dr.Y.Jayaprada Director-HR, AvanthiEducational Society	Member
6.	Mr.N.Sai Ram Secretary,Avanthi Educational Society	Member
<b>Teachers of the College nominated by the Principal based on Seniority</b>		
7.	Dr.Nihar Ranjan Das,Vice-Principal, AIPS	Member
8.	Dr.M.RamaKrishna,HOD,AIPS	Member
<b>University Nominee nominated by the University</b>		
9.	Dr.M.A.S.Srinivas, Professor of Mathematics, JNTUH	JNTUH Member
<b>Industrialist</b>		
10.	Dr.PrabaShankar, Chairman &Managing Director in Leads Pharma PVT LTD, Industrialist.	Member,Industrialist
<b>Principal of the College(Ex-officio)</b>		
11.	Dr.K. Balaji Principal, Avanthi Institute of Pharmaceutical Sciences	Member Secretary



  
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Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Ref.No. AVIP/2018-2019/GB/01

Date: 17/06/2018

To  
The Members of GB,  
Avanthi Institute of Pharmaceutical Sciences,  
Gunthapally Village, Hyderabad, R.R.District- 501512.

Respected Madam/Sir,

**Sub:** Governing Body Meeting of AIPS on 19/06/2018

This is to bring to your kind notice that the Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences in the conference hall of the college is scheduled at 10.00 AM on 19/06/2018 to discuss the following agenda points/items:

1. Approval of the minutes of the earlier meeting.
2. Approval for faculty recruitment.
3. Discussions regarding Training & Placements.
4. Discussions on providing financial support to faculty for attending conferences/workshops/ membership fees.
5. Discussions on Divyangan Policy and initiatives taken.
6. Discussions on HR Policy.
7. Any other points to be discussed related to the Purchases & Procurements.
8. Discussion on backlog students
9. Submission of AQAR (2017-2018) by IQAC Coordinator
10. Discussions on Annual e-Governance report
11. Any other matter with permission of the chairperson.

You are requested to kindly make it convenient to attend the meeting.

Regards,  
(Member Secretary)

Copy to:

1. All members of Governing body and File
2. Administrative office and Master file



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R.R. Dist., Hyderabad - 501 512.





## MINUTES OF THE GOVERNING BODY

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), Hyderabad, R.R.District- 501512 was held on 19/06/2018 at 10.00 AM, Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. B. Rama Devi - Prof in Chemistry- JNTUH Member
10. Dr. Praba Shankar, Chairman& Managing Director in Leads Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal - Member

The Chairperson, Smt. M. Gnaneswari, extended a warm welcome to the Governing Body members. The following resolutions (agenda wise) were made after detailed discussions among the members in the meeting,

### **Item-1**

- Approval of the minutes of the earlier meeting

### **Resolution:**

- The Governing Body resolved to approve the minutes of the meeting held earlier. The Governing Body recommended the institute to undertake the following step in the previous meeting:
- Recruitment of new faculty in various departments.


### **Item-2**

- Approval for faculty recruitment

### **Resolutions:**

- A report on faculty ratifications is made and requirement of faculty for the academic year 2018-2019 is circulated to the members of the Governing Body. The following staff members have been ratified by JNTUH and same has been exhibited to Governing body.



  
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(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



S.NO.	Name of the Faculty	Designation
1.	SOUJANYA BURAM	ASST PROFESSOR
2.	KAMSALI ANUSHA	ASST PROFESSOR

The above faculty was approved and ratified by the Governing Body.

- As per the PCI norms, Principal has requested for 45 faculty requirement for the academic year 2018-2019. Accordingly the governing body has sanctioned and approved 45 faculty members as per the requirement.

### Item-3

- Discussions regarding Training & Placements

### Resolutions:

The members suggested preparing the annual training programs, schedules and conducting the training classes accordingly.

- The members commended the students who got placements in various companies. Some of the top companies
- The members suggested assigning a dedicated faculty to the Training & Placements cell to look after regular training activities.

### Item-4

Discussions on providing financial support to faculty for attending conferences/workshops/ membership fees.

### Resolution:

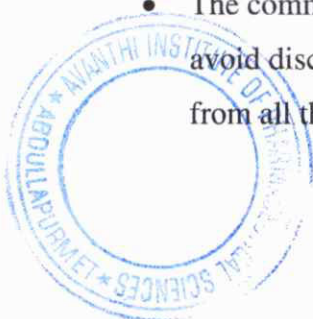
- The committee provided financial support of Rs. 21,000/-to the faculty who attend conferences/ workshops and towards memberships in professional bodies during the Academic year 2018-2019.

### Item-5

- Discussions on Divyangana Policy.

### Resolution:

- The committee discussed on Divyangana Policy to create an inclusive culture to avoid discrimination, exploitation, and exclusion of disabled students and staff from all the spheres of work and education, which was continued in the



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institution from June 2017.

## Item-6

- Discussions on HR Policy.

### Resolution:

- The committee decided to continue with the latest HR Policy along with the current Amendments for all the employees joining the institution which was already adopted in June 2017.

## Item-7

- Any other points to be discussed related to the Purchases & Procurements.

### Resolution:

- The member secretary has submitted the procurements of E-governance Equipment/Software for the Previous Years and the governing body has approved the same.

## Item-8

- Discussions on Backlog students

### Resolution:

- To conduct special classes for backlog students, resolved to maintain strict discipline in the college and frame guidelines to the staff and students, also to conduct classes as per the norms of JNTUH.

## Item-9

- Submission of AQAR (2017-2018) by IQAC Coordinator

### Resolutions:

- The IQAC Coordinator, Dr. Nihar Ranjan Das submitted the details and data of AQAR (2017-2018) and detailed them to the committee. The committee expressed satisfaction and suggested some improvements as per the data.
- The Committee suggested IQAC to introduce various Methodologies to improve student's admissions, results, placements, higher education, etc.
- The Members agreed to submit the AQAR (2017-2018) to NAAC.

## Item-10

- Discussions on Annual e-Governance report

### Resolution:

- The Committee approved the Annual e-governance report and submitted the



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(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



report stating the foot prints of ERP in the areas of Administration, Finance & Accounting, Students Admissions & Support and Examinations.

## Item-11


- Any other matter with permission of chairperson.

## Resolution:

- The committee decided to meet at regular intervals in formal / informal manner to enhance the institution.

Annual E-Governance report approved by Governing body the member secretary has submitted the procurements of E-governance equipment/Software for the previous years and the governing body has approved the same.



  
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Abdullapurmet (M)





### Signature Sheet

1. Smt. Gnaneswari
2. Mr. M.V.S.S. Nandeesh
3. Dr. M. Priyanka
4. Mr. I. Sravan Kumar
5. Dr. M. A. S. Srinivas
6. Mr. N. Sai Ram
7. Dr. Y. Jayaprada
8. Dr. Nihar Ranjan Das
9. Dr. M. Rama Krishna
10. Dr. Praba Shankar
11. Dr. K. Balaji

President *M. Gnaneswari*  
Vice President *M. Nandu*  
General Secretary *M. Priyanka*  
Managing Director *I. Sravan Kumar*  
University Nominee, Professor, JNTUH *A. Srinivas*  
Secretary *N. Sai Ram*  
Director - HR *Y. Jayaprada*  
Vice Principal *N. Nihar Ranjan Das*  
HOD *M. Rama Krishna*  
Industrialist *Praba Shankar*  
Principal, AIPS *K. Balaji*



*[Signature]*  
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Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Ref.No. AIPS/2018-2019/GB/02

Date: 14/02/2019

To  
The Members of GB,  
Avanthi Institute of Pharmaceutical Sciences,  
Gunthapally (Village), Hyderabad,  
R. R. District-501512.

Respected Madam/Sir,

**Sub:** Governing Body Meeting of AIPS on 16/02/2019

This is to bring to your kind notice that Governing Body meeting of Avanthi Institute of Pharmaceutical Sciences has been scheduled at 10.00 AM on 16/02/2019 in the conference hall of the college to discuss the following agenda points/items.

1. Confirmation of the minutes of the earlier meeting.
2. Discussions on Admissions
3. Discussed on the stake holder feedback report on action needed.
4. Discussions on Result Analysis.
5. Students Placements.
6. Discussions on MOU's
7. Discussions on Funds from Agencies for Projects
8. Discussions on Books, Patents and journal Publications.
9. Discussions on free ships and Merit Scholarship
10. Any other item with permission of chairperson.

You are requested to kindly make it convenient to attend the meeting,

Regards,

(Member Secretary)

Copy to: 1. All members of Governing body and File  
2. Administrative Office and Master File



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## MINUTES OF THE GOVERNING BODY MEETING

The Meeting of the Governing Body of Avanthi Institute of Pharmaceutical Sciences, Gunthapally (Village), Hyderabad, R.R. District- 501512 was held on 16/02/2019 at 10.00 AM, Venue: Conference Hall.

### Members Present:

1. Smt. Gnaneswari –President- Member
2. Mr. M.V.S.S. Nandeesh – Vice President- Management Member
3. Dr. M. Priyanka –Gen. Secretary -Management Member
4. Mr. I. Sravan Kumar –Treasurer - Management Member
5. Mr. N Sai Ram – Secretary-Management Member
6. Dr. Y. Jayaprada – Director – HR - Member
7. Dr. Nihar Ranjan Das- Vice Principal-Member
8. Dr. M. Rama Krishna -HOD-Member
9. Dr. B. Rama Devi - Prof in Chemistry- JNTUH Member
10. Dr. Praba Shankar, Chairman& Managing Director in Leads Pharma PVT LTD- Industrialist
11. Dr. K. Balaji - Principal - Member

The Chairperson, Smt. M. Gnaneswari, extended a warm welcome to the Governing Body members. The following resolutions (agenda wise) were taken after detailed discussions among the members in the meeting.

### **Item-1**

- Confirmation of the minutes of the earlier meeting

### **Resolution:**

- The Governing Body resolved to approve the minutes of the meeting held earlier

### **Item-2:**

- Discussions on Admissions

### **Resolutions:**

- The Committee suggested some steps to improve the admissions and advised the members to make sure that students should give their first priority to join AIPS.
- The committee expressed their satisfaction on joining of 126 students in AIPS College for both UG and PG courses for this Academic year 2018-2019.
- The committee observed that M. Pharmacy admissions are low. So, it came up with a suggestion to provide fee concessions to merit students to increase the number of admissions.
- It also suggested displaying hoardings and increasing publicity through various awareness programs /educational meets/education fairs etc., about the courses / programs that the college is offering.



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Following are the admission details for the academic year 2018-2019

S.No.	Name of the Department	No. of Students joined
1	B.Pharmacy	77
2	M.Pharmacy	25
3	Pharm.D	24
<b>Total number of students</b>		<b>126</b>

### Item-3

- Discussed on the stake holder feedback report on action needed.

### Resolution

- Resolved to implement the suggestions given in the stakeholder feedback reports by students, teachers, employers & alumni.

### Item-4

- Discussions on Result Analysis

### Resolution:

- The committee discussed the pass percentage of the final year students during the Academic year 2018-19. The total number of final year students who passed the university examinations during the Academic year 2018-19 is given below.

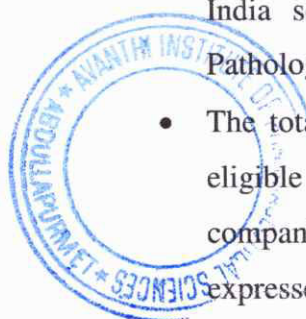
Pass Percentage of the students for the A.Y 2018-2019					
S.No.	Program Code	Program Name	No. of students Appeared in final year examination	No. of students Passed in final year examination	Percentage
1	1R	B.Pharmacy	61	57	93.44%
2	1S	M.Pharmacy	13	13	100%
<b>Percentage</b>			$70/74 * 100 = 94.59\%$		

### Item-5

- Students Placements

### Resolutions:

- The members commended the students who got placements in various companies. Some of the top companies which visited our campus are Aquity India solutions LTD, Divis Laboratories, Dr.Reddy's PVT LTD, SDS Pathology India PVT LTDetc.
- The total numbers of final year students are 74 of which, 56 students are eligible for placements. In that, 50 students got placements in various MNC companies with the highest package of 5 Lakhs per annum. The members expressed their satisfaction at the achievement.



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## Item-6

- Discussions on MoU's

## Resolutions:

- The committee discussed about the number of functional MoUs / linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the academic year 2018-2019.
- The committee discussed a number of functional MoUs / linkages with institutions/ industries for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the academic year 2018-2019 .The details are given below.

S.NO	NAME OF THE MOU / LINKAGE	NAME OF THE INSTITUTION / INDUSTRY WITH WHOM THE MOU / LINKAGE IS MADE, WITH CONTACT DETAILS	PURPOSE OF THE MOU/LINKAGE (INTERNSHIP, ON-THE-JOB TRAINING, PROJECT WORK, STUDENT / FACULTY EXCHANGE AND COLLABORATIVE RESEARCH)
2	SURA LABS	SURA LABS	INTERNSHIP/INDUSTRIAL TRAINING
	AWARE GLOBAL HOSPITAL	AWARE GLOBAL HOSPITAL	INTERNSHIP/HOSPITAL VISIT
3	KP LABS	KP LABS	INTERNSHIP/INDUSTRIAL TRAINING
4	CLINOSOL RESEARCH PRIVATE LIMITED	CLINOSOL RESEARCH PRIVATE LIMITED	INTERNSHIP/INDUSTRIAL TRAINING



*[Signature]*  
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5	JRS LABS	JRS LABS	INTERNSHIP/INDUSTRIAL TRAINING
4	SS PHARMA SOLUTIONS	SS PHARMA SOLUTIONS	INTERNSHIP/INDUSTRIAL TRAINING
5	COLLABRATION WITH COLLEGES	COLLABRATION WITH COLLEGES	ACADEMIC COLLABRATION

### Item-7

- Discussions on Funds from Agencies for Projects

### Resolution:

- The Committee discussed the aspects related to the funds received from the Agencies for carrying out projects and the seed money sanctioned for the faculty of various departments. The details are given below:

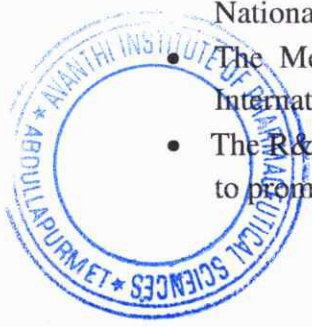
FUNDS FROM AGENCIES PROJECT FOR A.Y 2018-2019			
S.No.	Name of the Project/ Endowments, Chairs	Name of the Funding Agency	Amount Sanctioned
1	Analytical Method Developments and Formulation & Evaluation of Tablets	KP Labs	5,00,000
2			
		<b>Total Amount</b>	<b>5,00,000</b>

### Item-8

- Discussions on Books, Patents and journal Publications.

### Resolutions:

- The R&D Cell coordinator has announced that the faculty members have published 1book chapters & 1 paper for this academic year in various International and National journals.
- The Members have appreciated faculties who have published papers in various International and National journals and one SCI Free journal with high Index factor
- The R&D Cell coordinator has urged the faculty members to contribute extensively to promote their knowledge and skills by publishing books, articles, etc.



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## Item-9

- Any other matter with permission of chairperson.

## Resolution:

- The committee decided to meet at regular intervals in formal / informal manner to enhance the institution.

  
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## Signature Sheet

1. Smt. Gnaneswari
2. Mr. M.V.S.S. Nandeesh
3. Dr. M. Priyanka
4. Mr. I. Sravan Kumar
5. Dr. M. A. S. Srinivas
6. Mr. N. Sai Ram
7. Dr. Y. Jayaprada
8. Dr. Nihar Ranjan Das
9. Dr. M. Rama Krishna
10. Dr. Praba Shankar
11. Dr. K. Balaji

President *M. Gnaneswari*  
Vice President *M. Nandu*  
General Secretary *M. Priyanka*  
Managing Director *I. Sravan Kumar*  
University Nominee, Professor, JNTUH, Assm's *Assm's*  
Secretary *N. Sai Ram*  
Director - HR *Y. Jayaprada*  
Vice Principal *N. Sai Ram*  
HOD *M. Rama Krishna*  
Industrialist *Praba Shankar*  
Principal, AIPS *K. Balaji*



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**Institutional Academic Committee Meetings**

**Institutional Academic Committee members for the Academic year**

**2022-2023**

S.No.	Name of the Faculty	Designation
1	Dr. K. Balaji, Principal, AIPS	Chairperson
2	Dr. Y. Jayapradha, Director – HR	Member
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member
6	Mr. K. Anil Kumar	Member
7	Mrs. G. Swapna	Member

**Functions of the Academic Committee:**

1. The academic committee is responsible for imbibing the best practices to provide an improved academic system for the present and future students.
2. The committee is also accountable for practices, such as conducting academic award functions to honor students for academic excellence.
3. Propose the academic requirements (Theory, Laboratory and Examination related) of each Department.
4. Scheduling of various academic activities.
5. Review of the academic activities.
6. Perform such other functions as may be assigned by the Governing Body.



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AIPS/AC/2022-2023/01

Date: 24-08-2022

**CIRCULAR**

This is to inform all the staff members that Institutional Academic Committee will be meeting on 26-08- 2022 at 10.00 AM in the Principal's chamber to discuss the following agenda. All members are requested to attend the meeting without fail.

**Agenda:**

1. Preparation of Academic Calendar for the A.Y 2022-2023
2. Preparation of Faculty workloads.
3. Preparation of Semester Time Tables.
4. Discussions on utilization of Library Resources.
5. Certificate Courses/Internship Courses.
6. Discussions on Training and Placements.
7. Sports Activities.
8. R&D Activities.
9. Self-Appraisal form
10. Discussions on Institutional needs
11. Discussions on Research Committees
12. Any other Issues

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**Copy to:**

1. All HODs
2. IQAC coordinator
3. All the Committee Members



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## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Institutional Academic Committee meeting was held on 26-08-2022 at 10AM in Principal's chamber. The principal welcomed the staff and briefed on the above objective of the Institutional Academic Committee meeting. The principal started the deliberations by discussing the Academic issues and emphasized the need to concentrate on new University regulations.

### Item-1:

- Preparation of Academic of calendar for A.Y. 2022-2023

### Resolution:

- Dr.Nihar Ranjan Das, IQAC Coordinator prepared the Academic calendar based on the calendar provided by the University and issued it to the Department Heads of the college.
- Department wise Academic calendars were prepared by the HODs of every department based on the calendar and submitted it to principal for further approval.

### Item-2:

- Preparation of Faculty workloads

### Resolution:

- Department wise faculty workloads were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-3:

- Preparation of Semester Time tables

### Resolution:

- Department wise semester Time tables were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-4:

- Discussions on utilization of Library Resources

### Resolution:

- HODs of all the departments instructed the students to utilize Library Resources and advised the Librarian to purchase books if necessary and make them available for students and faculty members.



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**Item 5:**

- Certificate Courses/Internship Courses

**Resolutions:**

- The members suggested that every student should complete two internships. One during summer vacation and the other during the semester break. It is also advised to undertake internships from MOU organizations.

**Item-6:**

- Training and Placements

**Resolutions:**

- TPO has to submit the training program schedules for each department and the department HODs should include the given schedule in the upcoming semester time tables and send it to principal for approval.

**Item-7:**

- Sports Activities

**Resolutions:**

- The Sports Schedule should be submitted by the Physical Director to the entire department HODs for sports hour in the time table.

**Item-8:**

- R&D Activities

**Resolutions:**

- Every faculty in the institution should get involved in various R&D activities such as publishing paper in renowned journals with high quality index, publishing books, participating in workshops/ FDPs, filing patents under the guidance of Doctorates present in the college.

**Item-9:**

- Self-Appraisal form

**Resolutions:**

- Every faculty working in the institution should undergo the process of self-performance evaluation under the supervision of their HOD, at least once in a year and will be allowed to opt for self-appraisal forms as per the norms of the institution.



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## Item-10:

- Discussions on Institutional needs

### Resolutions:

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc., should be formulated and updated as per the requirements of FFC (Fact Finding Committee).

## Item-11:

- Discussions on Research committees

### Resolutions:

- Research committees should be formed to look over and maintain a record for the proceedings of the research activities happening in the Institution.

## Item-12:

- Any other Issues

### Resolutions:

- The IQAC coordinator instructed all the departments to maintain updated Stock registers, Maintenance Registers, Complaint Registers, etc. of all the laboratories duly verified by the committee.
- It was also resolved after the discussion that all the departments should follow IQAC Audit Action Taken Report.

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**Signature Sheet**

S.No.	Name of the Faculty	Designation	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director – HR	Member	
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member	
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member	
5	Dr. B.Manula, Associate Professor and Head, Dept. of Pharm D	Member	
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7	Mrs. G. Swapna	Member	



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AIPS/AC/2022-2023/02

Date: 28-01-2023

## CIRCULAR

This is to inform to all the staff members that Institutional Academic Committee will be meeting in the Principal's chamber on 31-01-2023 at 10.00AM to discuss the following Agenda. All members are requested to attend the meeting without fail.

### Agenda:

1. Discussions on Result Analysis
2. Discussions on Website Up gradation
3. Discussions on MOU's
4. IQAC Audit Report
5. Lab Maintenance
6. Feedback Analysis
7. Transport Maintenance
8. Books Requirements for Library
9. Discussions on Institutional needs
10. Any other Issues

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### Copy to:

1. All HODs
2. IQAC coordinator
3. All the Committee Members





## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Institutional Academic Committee meeting was held on 31-01-2023 at 10AM in Principal's chamber. The principal welcomed the members and briefed them on the above agenda of the Institutional Academic Committee meeting.

### Item-1:

- Discussions on Result Analysis

### Resolution:

- Department wise Academic results were prepared by the HODs of every department and submitted to principal.

### Item-2:

- Discussions on Website Up gradation

### Resolution:

- Department wise information was collected for website up gradation.

### Item-3:

- Discussions on MOU's

### Resolution:

- Principal along with the HODs discussed on the formulation of MOU's with different organizations.

### Item-4:

- IQAC Audit Report

### Resolution:

- IQAC Coordinator Dr. Nihar Ranjan Das submitted the details and data of AQAR (2022- 2023)

### Item-5:

- Lab Maintenance

### Resolution:

- HODs of all the departments discussed about the labs and report was submitted to the principal for laboratory repairs and maintenance.

### Item-6:

- Feedback Analysis



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## Resolutions:

- HODs of all the departments collected feedback from the students and Submitted the overall report/analysis to the principal.

## Item-7:

- Transport Maintenance

## Resolutions:

- Transport coordinator Mr. N. Ram Chander Rao explained about the issues and challenges to the principal as per the suggestions from Bus Incharge, AIPS.

## Item-8:

- Books Requirements for Library

## Resolutions:

- HODs of all the departments collected the information regarding the books which was required for upcoming semester and submitted to principal and library coordinator.

## Item-9:

- Discussions on Institutional needs

## Resolutions:

- Detailed information on different parameters such as faculty data, infrastructural information, financial related information etc. should be formulated and updated as required by AFRC.

## Item-11:

- Any other Issues

## Resolutions:

- It was resolved after the all the discussions that all the departments should follow IQAC Report.

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**Signature Sheet**

S.No.	Name of the Faculty	Designation	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director – HR	Member	
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member	
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member	
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member	
6	Mr. K. Anil Kumar	Member	
7	Mrs. G. Swapna	Member	



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## Institutional Academic Committee members for the Academic year

2021-2022

S.No.	Name of the Faculty	Designation
1	Dr. K. Balaji, Principal, AIPS	Chairperson
2	Dr. Y. Jayapradha, Director – HR	Member
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member
6	Dr. G. Sai Kiran	Member
7	Ms. S. Swathi	Member
8	Mrs. P. Lavanya	Member



  
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AIPS/AC/2021-2022/01

Date: 04-09-2021

## CIRCULAR

This is to inform all the staff members that Institutional Academic Committee will be meeting on 06-09- 2021 at 10.00 AM in the Principal's chamber to discuss the following agenda. All members are requested to attend the meeting without fail.

### Agenda:

1. Preparation of Academic Calendar for the A.Y 2021-2022
2. Preparation of Faculty workloads.
3. Preparation of Semester Time Tables.
4. Discussions on utilization of Library Resources.
5. Certificate Courses/Internship Courses.
6. Discussions on Training and Placements.
7. Sports Activities.
8. R&D Activities.
9. Self-Appraisal form
10. Discussions on Institutional needs
11. Discussions on Research Committees
12. Any other Issues

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### Copy to:

1. All HODs
2. IQAC coordinator
3. All the Committee Members







## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Institutional Academic Committee meeting was held on 06-09-2021 at 10AM in Principal's chamber. The principal welcomed the committee members and briefed them on the above agenda of the Institutional Academic Committee meeting. The principal started the deliberations by discussing the Academic issues and emphasized the need to concentrate on new University regulations.

### Item-1:

- Preparation of Academic of calendar for the year 2021-2022

### Resolution:

- Dr.Nihar Ranjan Das, IQAC Coordinator prepared the Academic calendar based on the calendar provided by the University and issued it to the Department Heads of the college.
- Department wise Academic calendars were prepared by the HODs of every department based on the calendar and submitted it to principal for further approval.

### Item-2:

- Preparation of Faculty workloads

### Resolution:

- Department wise faculty workloads were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-3:

- Preparation of Semester Time tables

### Resolution:

- Department wise semester Time tables were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-4:

- Discussions on utilization of Library Resources

### Resolution:

- HODs of all the departments instructed the students to utilize Library Resources and advised the Librarian to purchase books if necessary and



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make it available for students and staff members. o Certificate Courses/Internship Courses

## Item- 5:

- Certificate Courses/Internship Courses

### Resolutions:

- The members suggested that every student should complete two internships. One during summer vacation and the other during the semester break. It is also advised to undertake internships from MOU organizations.

## Item-6:

- Training and Placements

### Resolutions:

- TPO have to submit the training program schedules for each department and the department HODs should include the given schedule in the upcoming semester time tables and send it to principal for approval.

## Item-7:

- Sports Activities

### Resolutions:

- Sports Schedule should be submitted by the Physical Director to the entire department HODs for sports hour in the time table.

## Item-8:

- R&D Activities

### Resolutions:

- Every faculty in the institution should get involved in various R&D activities such as publishing paper in renowned journals with high quality index, publishing books, participating in workshops/ FDPs, filing patents under the guidance of Doctorates present in the college.

## Item-9:

- Self-Appraisal form

### Resolutions:

- Every faculty working in the institution should undergo the process of self-performance evaluation under the supervision of their HOD, at least once in a year and will be allowed to opt for self-appraisal forms as per the norms of the institution.



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## Item-10:

- Discussions on Institutional needs

### Resolutions:

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc. should be formulated and updated as per the requirement of FFC (Fact Finding Committee).

## Item-11:

- Discussions on Research committees

### Resolutions:

- Research committees should be formed to look over and maintain a record for the proceedings of the research activities happening in the Institution.

## Item-12:

- Any other Issues

### Resolutions:

- The IQAC coordinator instructed all the departments to maintain updated Stock registers, Maintenance Registers, Complaint Registers, etc of all the laboratories duly verified by the committee.
- It was also resolved after the discussion that ~~all~~ the departments should follow IQAC Audit Action Taken Report.

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**Signature Sheet**

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6	Dr. G. Sai Kiran	Member	
6	Ms. S. Swathi	Member	
7	Mrs. P. Lavanya	Member	



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Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



AIPS/AC/2021-2022/02

Date: 26-02-2022

## CIRCULAR

This is to inform to all the staff members that Institutional Academic Committee will be meeting in the Principal's chamber on 01-03-2022 at 10.00AM to discuss the following agenda. All members are requested to attend the meeting without fail.

### Agenda:

1. Discussions on Result Analysis
2. Discussions on Website Up gradation
3. Discussions on MOUs
4. IQAC Audit Report
5. Lab Maintenance
6. Feedback Analysis
7. Transport Maintenance
8. Books Requirements for Library
9. Discussions on Institutional needs
10. Discussions on PCI
11. Any other Issues

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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

### Copy to:

1. All HODs
2. IQAC coordinator
3. All the Committee Members





## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Institutional Academic Committee meeting was held on 01-03-2022 at 10 AM in Principal's chamber. The principal welcomed the committee members and briefed them on the above agenda of the Institutional Academic Committee meeting.

### Item-1:

- Discussions on Result Analysis

### Resolution:

- Department wise Academic results were prepared by the HODs of every department and submitted to principal.

### Item-2:

- Discussions on Website Up gradation

### Resolution:

- Department wise information was collected for website up gradation.

### Item-3:

- Discussions on MOUs

### Resolution:

- Principal along with the HODs discussed on the formulation of MOU's with different organizations.

### Item-4:

- IQAC Audit Report

### Resolution:

- IQAC Coordinator Dr. Nihar Ranjan Das submitted the details and data of AQAR (2021- 2022)

### Item-5:

- Lab Maintenance

### Resolution:

- HODs of the entire departments discussed about the labs and report was submitted to the principal for laboratory repairs and maintenance.

### Item-6:

- Feedback Analysis



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**Resolutions:**

- HODs of all the departments collected feedback from the students and submitted the overall report/analysis to the principal.

**Item-7:**

- Transport Maintenance

**Resolutions:**

- Transport coordinator Mr. N. Ram Chander Rao explained about the repairs and issues to the principal as per the suggestions given by Buses In charge.

**Item-8:**

- Books Requirements for Library

**Resolutions:**

- HODs of all the departments collected the information regarding the books which was required for upcoming semester and submitted to principal and library coordinator.

**Item-9:**

- Discussions on Institutional needs

**Resolutions:**

- Detailed information on different parameters such as faculty data, infrastructural information, financial related information etc. should be formulated and updated as required by FFC (Fact Finding Committee).

**Item-10:**

- Discussions on PCI

**Resolutions:**

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc. should be formulated and updated as per the requirement of PCI.

**Item-11:**

- Any other Issues

**Resolutions:**

- It was resolved after the all the discussions that all the departments should follow IQAC Report.

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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.**





## Signatures Sheet

S.No.	Name of the Faculty	Designation	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director – HR	Member	
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member	
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member	
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member	
6	Dr. G. Sai Kiran	Member	
7	Ms. S. Swathi	Member	



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Ranga Reddy Dist.



## Institutional Academic Committee members for the Academic year

2020-2021

S.No.	Name of the Faculty	Designation
1	Dr. K. Balaji, Principal, AIPS	Chairperson
2	Dr. Y. Jayapradha, Director – HR	Member
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member
6	Dr. Jitendra Patel	Member
7	Mr. R. Ashok Kumar	Member
8	Mrs. M. Usha	Member



  
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R.R. Dist. Telangana.





AIPS/AC/2020-2021/01

Date: 10-12-2020

## CIRCULAR

This is to inform to all the committee members that Institutional Academic Committee will be meeting in the Principal's chamber on 14-12-2020 to discuss the following agenda at 10.00 AM. All members are requested to attend the meeting without fail.

### Agenda:

1. Preparation of Academic Calendar for the A.Y 2020-2021
2. Preparation of Faculty workloads.
3. Preparation of Semester Time Tables.
4. Discussions on utilization of Library Resources.
5. Certificate Courses/Internship Courses.
6. Discussions on Training and Placements.
7. Sports Activities.
8. R&D Activities.
9. Self-Appraisal form
10. Discussions on Institutional needs
11. Discussions on Research Committees
12. Any other Issues

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**AVANTHI INSTITUTE OF**  
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Gunthapally (V), Abdullapurmet (M).  
R.R. Dist. Telangana.

### Copy to:

1. All HODs
2. IQAC coordinator
3. All the Committee Members





## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Institutional Academic Committee meeting was held on 14-12-2020 at 10AM in Principal's chamber. The principal welcomed the committee members and briefed them on the above agenda of the Institutional Academic Committee meeting. The principal started the deliberations by discussing the Academic issues and emphasized the need to concentrate on new University regulations.

### Item-1:

- Preparation of Academic of calendar for the A.Y. 2020-2021

### Resolution:

- Dr. Nihar Ranjan Das, IQAC Coordinator prepared the Academic calendar based on the calendar provided by the University and issued it to the Department Heads of the college.
- Department wise Academic calendars were prepared by the HODs of every department based on the calendar and submitted it to principal for further approval.

### Item-2:

- Preparation of Faculty workloads

### Resolution:

- Department wise faculty workloads were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-3:

- Preparation of Semester Time tables

### Resolution:

- Department wise semester Time tables were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-4:

- Discussions on utilization of Library Resources

### Resolution:

- HODs of all the departments instructed the students to utilize Library



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Resources and advised the Librarian to purchase books if necessary and make them available for students and staff members.

**Item-5:**

- Certificate Courses/Internship Courses

**Resolutions:**

- The members suggested that every student should complete two internships. One during summer vacation and the other during the semester break. It is also advised to undertake internships from MOU organization.

**Item-6:**

- Training and Placements

**Resolutions:**

- TPO has to submit the training program schedules for each department and the department HODs should include the given schedule in the upcoming semester time tables and send it to principal for approval.

**Item-7:**

- Sports Activities

**Resolutions:**

- Sports Schedule should be submitted by the Physical Director to the entire department HODs for sports hour in the time table.

**Item-8:**

- R&D Activities

**Resolutions:**

- Every faculty in the institution should get involved in various R&D activities such as publishing paper in renowned journals with high quality index, participating in workshops/ FDPs.

**Item-9:**

- Self-Appraisal form

**Resolutions:**

- Every faculty working in the institution should undergo the process of self-performance evaluation under the supervision of their HOD, at least once in a year and will be allowed to opt for self-appraisal forms as per the norms of the institution.



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**Item-10:**

- Discussions on Institutional needs

**Resolutions:**

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc., should be formulated and updated as per the requirement of FFC (Fact Finding Committee).

**Item-11:**

- Discussions on Research committees

**Resolutions:**

- Research committees should be formed to look into and maintain a record for the proceedings of the research activities happening in the Institution.

**Item-12:**

- Any other Issues

**Resolutions:**

- The IQAC coordinator instructed all the departments to maintain updated Stock registers, Maintenance Registers, Complaint Registers, etc of all the laboratories duly verified by the committee.
- It was also resolute after the discussion that all the departments should follow IQAC Audit Action Taken Report.

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R.R. Dist. Telangana.**





## Signature Sheet

S. No.	Name of the Faculty	Designation	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director – HR	Member	
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member	
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member	
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member	
6	Dr. Jitendra Patel	Member	
7	Mr. R. Ashok Kumar	Member	
8	Mrs. M. Usha	Member	



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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



AIPS/AC/2020-2021/02

Date: 11-05-2021

## CIRCULAR

This is to inform all the staff members that Institutional Academic Committee will be meeting on 14-05-2021 at 10.00AM in the Principal's chamber to discuss the following agenda. All members are requested to attend the meeting without fail.

### Agenda:

1. Discussions on Result Analysis
2. Discussions on Website Up gradation
3. Discussions on MOU's
4. IQAC Audit Report
5. Lab Maintenance
6. Feedback Analysis
7. Transport Maintenance
8. Books Requirements for Library
9. Discussions on Institutional needs
10. Discussions on PCI
11. Any other Issues

### Copy to:

1. All HODs
2. IQAC coordinator
3. All the Committee Members

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R.R. Dist. Telangana.







## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Academic Committee meeting was held on 14-05-2021 at 10AM in Principal's chamber. The principal welcomed the committee members and briefed them on the above agenda of the Institutional Academic Committee meeting.

### Item-1:

- Discussions on Result Analysis

### Resolution:

- Department wise Academic results were prepared by the HODs of every department and submitted to principal.

### Item-2:

- Discussions on Website Up gradation

### Resolution:

- Department wise information was collected for website up gradation.

### Item-3:

- Discussions on MOU's

### Resolution:

- Principal along with the HODs discussed on the formulation of MOU's with different organizations.

### Item-4:

- IQAC Audit Report

### Resolution:

- IQAC Coordinator Dr. Nihar Ranjan Das submitted the details and data of AQAR (2020- 2021)

### Item-5:

- Lab Maintenance

### Resolution:

- HODs of the entire departments discussed about the labs and report was submitted to the principal for laboratory repairs and maintenance.

### Item-6:

- Feedback Analysis



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## Resolutions:

- HODs of all the departments collected feedback from the students and submitted the overall report/analysis to the principal.

## Item-7:

- Transport Maintenance

## Resolutions:

- Transport coordinator Mr.N.Ram Chander Rao explained about the repairs and some issues to the principal as per the suggestions given by Buses In charge, AIPS.

## Item-8:

- Books Requirements for Library

## Resolutions:

- HODs of all the departments collected the information regarding the books which was required for upcoming semester and submitted to principal and library coordinator.

## Item-9:

- Discussions on Institutional needs

## Resolutions:

- Detailed information on different parameters such as faculty data, infrastructural information, financial related information etc. should be formulated and updated as required by Fact finding committee.

## Item-10:

- Discussions on PCI

## Resolutions:

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc should be formulated and updated as per the requirement of PCI

## Item-11:

- Any other Issues

## Resolutions:

- It was resolved after the all the discussions that all the departments should follow IQAC Report.



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R.R. Dist. Telangana.



## Signature Sheet

S.No.	Name of the Faculty	Designation	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director – HR	Member	
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member	
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member	
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member	
6	Dr. Jitendra Patel	Member	
7	Mr. R. Ashok Kumar	Member	
8	Mrs. M. Usha	Member	



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Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



## Institutional Academic Committee members for the Academic year

2019-2020

S.No.	Name of the Faculty	Designation
1	Dr. K. Balaji, Principal, AIPS	Chairperson
2	Dr. Y. Jayapradha, Director – HR	Member
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member
6	Mrs. G. Swapna	Member
7	Mrs. S. Sowjanya	Member



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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



AIPS/AC/2019-2020/01

Date: 20-07-2019

## CIRCULAR

This is to inform to all the staff members that Institutional Academic Committee will meet in the Principal's chamber on 23-07-2019 at 10.00 AM to discuss the following agenda. All members are requested to attend the meeting without fail.

### Agenda:

1. Preparation of Academic Calendar for the A.Y 2019-2020
2. Preparation of Faculty workloads.
3. Preparation of Semester Time Tables.
4. Discussions on utilization of Library Resources.
5. Certificate Courses/Internship Courses.
6. Discussions on Training and Placements.
7. Sports Activities.
8. R&D Activities.
9. Self-Appraisal form.
10. Discussions on Fact Finding Committee
11. Discussions on Research Committees
12. Any other Issues

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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

### Copy to:

1. All HODs
2. IQAC coordinator
3. All the Committee Members





## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Institutional Academic Committee meeting was held on 23-07-2019 at 10AM in Principal's chamber. The principal welcomed the staff and briefed on the above agenda of the Institute Academic Committee meeting. The principal started the deliberations by discussing on the Academic issues and emphasized the need to concentrate on new University regulations.

### Item-1:

- Preparation of Academic of calendar for the AY 2019-2020

### Resolution:

- IQAC Coordinator prepared the Academic calendar based on the calendar provided by the University and issued it to the Department Heads of the college.
- Department wise Academic calendars were prepared by the HODs of respective departments based on the calendar and submitted it to principal for further approval.

### Item-2:

- Preparation of Faculty workloads

### Resolution:

- Department wise faculty workloads were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-3:

- Preparation of Semester Time tables

### Resolution:

- Department wise semester Time tables were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-4:

- Discussions on utilization of Library Resources

### Resolution:

- HODs of all the departments instructed the students to utilize Library Resources and advised the Librarian to purchase books if necessary and



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make it available for students and staff members.

## Item-5:

- Certificate Courses/Internship Courses

## Resolutions:

- The members suggested that every student should complete two internships. One during summer vacation and the other during the semester break. It is also advised to undertake internships from MOU organizations.

## Item-6:

- Training and Placements

## Resolutions:

- TPO has to submit the training program schedules for each department and the department HODs should include the given schedule in the upcoming semester time tables and send it to principal for approval.

## Item-7:

- Sports Activities

## Resolutions:

- Sports Schedule should be submitted by the Physical Director to all the HODs for including sports hour in the time table.

## Item-8:

- R&D Activities

## Resolutions:

- Every faculty in the institution should get involved in various R&D activities such as publishing paper in renowned journals with high index, participating in workshops/ FDPs, under the guidance of Doctorates present in the college.

## Item-9:

- Self-Appraisal form

## Resolutions:

- Every faculty working in the institution should undergo the process of self-performance evaluation under the supervision of their HOD, at least once in a year and will be allowed to opt for self-appraisal forms as per the norms of the institution.

## Item-10:

- Discussions on Fact Finding Committee



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**Resolutions:**

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc., should be formulated and updated as per the requirement of FFC (Fact Finding Committee).

**Item-11:**

- Discussions on Research committees

**Resolutions:**

- Research committees should be formed to look into and maintain a record for the proceedings of the research activities happening in the Institution.

**Item-12:**

- Any other Issues

**Resolutions:**

- The IQAC coordinator instructed all the departments to maintain updated Stock registers, Maintenance Registers, Complaint Registers, etc. of all the laboratories duly verified by the committee.
- It was also resolved after the discussion that all the departments should follow IQAC Audit Action Taken Report.

**PRINCIPAL**

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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist., Telangana.**





**Signature Sheet**

S.No.	Name of the Faculty	Designation	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director – HR	Member	
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member	
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member	
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member	
6	Mrs. G. Swapna	Member	
7	Mrs. S. Sowjanya	Member	



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Ranga Reddy Dist.





AIPS/AC/2019-2020/02

Date: 21-01-2020

**CIRCULAR**

This is to inform to all the staff members that Institutional Academic Committee will be meeting 10 AM in the Principal's chamber on 24-01-2020 to discuss the following agenda at 10 AM. All members are requested to attend the meeting without fail.

**Agenda:**

1. Discussions on Result Analysis
2. Discussions on Website Up gradation
3. Lab Maintenance
4. Feedback Analysis
5. Transport Maintenance
6. Books Requirements for Library
7. Discussions on Institutional needs
8. Discussions on PCI
9. Any other Issues

**PRINCIPAL**

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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.**

**Copy to:**

1. All HODs
2. IQAC Coordinator
3. All the members





## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Institutional Academic Committee meeting was held on 24-01-2020 at 10 AM in Principal's chamber. The principal welcomed the committee members and briefed them on the above agenda of the Institutional Academic Committee meeting.

### Item-1:

- Discussions on Result Analysis

### Resolution:

- Department wise Academic results were prepared by the HODs of every department and submitted to principal.

### Item-2:

- Discussions on Website Up gradation

### Resolution:

- Department wise information was collected for website up gradation.

### Item-3:

- Lab Maintenance

### Resolution:

- HODs of the entire departments discussed about the labs and report was submitted to the principal for laboratory repairs and maintenance.

### Item-4:

- Feedback Analysis

### Resolutions:

- HODs of all the departments collected feedback from the students and submitted the overall report/analysis to the principal.

### Item-5:

- Transport Maintenance

### Resolutions:

- Transport coordinator Mr.N.Rama Chander Rao explained about the issues to the principal as per the suggestions given by Buses In charges.

### Item-6:

- Books Requirements for Library



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**Resolutions:**

- HODs of all the departments collected the information regarding the books which was required for upcoming semester and submitted to principal and library coordinator.

**Item-7:**

- Discussions on Institutional needs

**Resolutions:**

- Detailed information on different parameters such as faculty data, infrastructural information, financial related information etc. should be formulated and updated as required by FFC.

**Item-8:**

- Discussions on PCI

**Resolutions:**

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc should be formulated and updated as per the requirement of PCI.

**Item-9:**

- Any other Issues

**Resolutions:**

- It was resolved after the all the discussions that all the departments should follow IQAC Report.

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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.**







## Signature Sheet

S.No.	Name of the Faculty	Designation	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director – HR	Member	
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member	
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member	M.R.Krishna
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member	
6	Mrs. G. Swapna	Member	
7	Mrs. S. Sowjanya	Member	



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Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



**Institutional Academic Committee members for the Academic year**

**2018-2019**

S.No.	Name of the Faculty	Designation
1	Dr. K. Balaji, Principal, AIPS	Chairperson
2	Dr. Y. Jayapradha, Director – HR	Member
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member
6	Dr. Jitendra Patel	Member
7	Mrs. A. Shailaja	Member



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PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.**



AIPS/AC/2018-2019/01

Date: 03-08-2018

**CIRCULAR**

This is to inform to all the committee members that Institutional Academic Committee will meet to discuss the following agenda at 10.00 AM in the Conference hall on 06-08-2018. All the members are requested to attend the meeting without fail.

**Agenda:**

1. Preparation of Academic Calendar for the A.Y 2018-2019
2. Preparation of Faculty workloads.
3. Preparation of Semester Time Tables.
4. Discussions on utilization of Library Resources.
5. Certificate Courses/Internship Courses.
6. Discussions on Training and Placements.
7. Sports Activities.
8. R&D Activities.
9. Self-Appraisal form
10. Discussions on AIPS
11. Discussions on FFCs
12. Discussions on Research Committees

**PRINCIPAL**

**PRINCIPAL  
AVANTHI INSTITUTE OF  
PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.**

**Copy To:**

1. All HODs
2. IQAC coordinator
3. All the Committee Members







## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Institutional Academic Committee meeting was held on 06-08-2018 at 10AM in Principal's chamber. The principal welcomed the committee members and briefed them on the above agenda of the Institutional Academic Committee meeting. The principal started the deliberations by discussing the Academic issues and emphasized the need to concentrate on new University regulations.

### Item-1:

- Preparation of Academic of calendar for the A.Y. 2018-2019

### Resolution:

- IQAC Coordinator prepared the Academic calendar based on the calendar provided by the University and issued it to the Department Heads of the college.
- Department wise Academic calendars were prepared by the HODs of every department based on the calendar and submitted it to principal for further approval.

### Item-2:

- Preparation of Faculty workloads

### Resolution:

- Department wise faculty workloads were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-3:

- Preparation of Semester Time tables

### Resolution:

- Department wise semester Time tables were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

### Item-4:

- Discussions on utilization of Library Resources

### Resolution:

- HODs of all the departments instructed the students to utilize Library Resources and advised the Librarian to purchase books if necessary and make it available for students and staff members.

### Item 5:

- Certificate Courses/Internship Courses



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Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



**Resolutions:**

- The members suggested that every student should complete two internships. One during the summer vacation and the other during the semester break.

**Item-6:**

- Training and Placements

**Resolutions:**

- TPO has to submit the training program schedules for each department and the department HODs should include the given schedule in the upcoming semester time tables and send it to principal for approval.

**Item-7:**

- Sports Activities

**Resolutions:**

- Sports Schedule should be submitted by the Physical Director to all the HODs for sports hour in the time table.

**Item-8:**

- R&D Activities

**Resolutions:**

- Every faculty in the institution should get involved in various R&D activities such as publishing papers in renowned journals with high index, participating in workshops/ FDPs, under the guidance of Doctorates present in the college.

**Item-9:**

- Self-Appraisal form

**Resolutions:**

- Every faculty in the institution should get involved in various R&D activities such as publishing paper in renowned journals with high quality index, publishing books, participating in workshops/ FDPs, filing patents under the guidance of Doctorates present in the college.

**Item 10:**

- Discussions on Fact finding Committee.



Principal  
AVANTHI INSTITUTE  
PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



## Resolutions:

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc., should be formulated and updated as per the requirement of FFC (Fact Finding Committee).

## Item-12:

- Discussions on Research committees

## Resolutions:

- Research committees should be formed to look over and maintain a record for the proceedings of the research activities happening in the Institution.

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R.R. Dist. Telangana.







### Signature Sheet

S.No.	Name of the Faculty	Designation	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director – HR	Member	
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member	
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member	
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member	
6	Dr. Jitendra Patel	Member	
7	Mrs. A. Shailaja	Member	



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AIPS/AC/2018-2019/02

Date: 31-12-2018

**CIRCULAR**

This is to inform to all the members that Institutional Academic Committee will be meeting at 10.00AM in the Principal's chamber on 04-01-2019 to discuss the following agenda. All members are requested to attend the meeting without fail.

**Agenda:**

1. Discussions on Result Analysis
2. Discussions on Website Up gradation
3. Lab Maintenance
4. Feedback Analysis
5. Transport Maintenance
6. Books Requirements for Library
7. Discussions on PCI
8. Any other Issues

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R.R. Dist. Telangana...**

**Copy to:**

1. All HODs
2. IQAC coordinator
3. All the Committee Members





## MINUTES OF THE INSTITUTIONAL ACADEMIC COMMITTEE

The Institutional Academic Committee meeting was held on 04-01-2019 at 10 AM in Principal's chamber. The principal welcomed all the members and briefed on the above objectives of the Institutional Academic Committee meeting.

### Item-1:

- Discussions on Result Analysis

### Resolution:

- Department wise Academic results were prepared by the HODs of every department and submitted to principal.

### Item-2:

- Discussions on Website Up gradation

### Resolution:

- Department wise information was collected for website up gradation.

### Item-3:

- Lab Maintenance

### Resolution:

- HODs of the entire departments discussed about the labs and report was submitted to the principal for laboratory repairs and maintenance.

### Item-4:

- Feedback Analysis

### Resolutions:

- HODs of all the departments collected feedback from the students and submitted the overall report/analysis to the principal.

### Item-5:

- Transport Maintenance

### Resolutions:

- Transport coordinator Mr. N. Rama Chander Rao explained about the issues to the principal as per the suggestions given by the Buses In charges.

### Item-6:

- Books Requirements for Library



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**Resolutions:**

- HODs of all the departments collected the information regarding the books which was required for upcoming semester and submitted to principal and library coordinator.

**Item-7:**

- Discussions on PCI

**Resolutions:**

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc. should be formulated and updated as per the requirement of PCI.

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AVANTHI INSTITUTE OF  
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R.R. Dist. Telangana.**





### Signature Sheet

S.No.	Name of the Faculty	Designation	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director – HR	Member	
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member	
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member	
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member	
6	Dr. Jitendra Patel	Member	
7	Mrs. A. Shailaja	Member	



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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

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## Composition and list of members of Finance Committee

### Academic Year-2022-2023

S.No.	Name of the Member & Affiliation	Nomination
1	Dr. K. Balaji, Principal, AIPS	Chairperson
<b>Nominated by the Governing Body</b>		
2	Mr. I. Sravan Kumar Treasurer & MD, Avanthi Educational Society	Member
<b>Senior-most teachers of the college Nominated by the principal</b>		
3	Dr. Nihar Ranjan Das Vice Principal, AIPS	Member
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member
5	Mr. Praveen Kumar, Chartered accountant	Member
6	Mr. G. Lingaiah, Senior Account, AIPS	Member



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## Finance Committee Meeting

### Circular

23-07-2022

It is proposed to conduct Finance Committee Meeting for the academic year 2022-2023 on 25.07.2022 at 2.00 PM in the Principal's chamber. All the members are requested to attend the meeting.

#### **Agenda:**

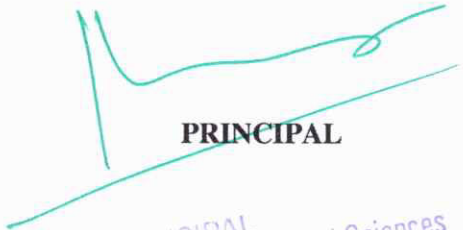
1. Confirmation of minutes of previous FC meeting.
2. Discussion on Audited balance sheet and Income and Expenditure for FY 2021-22.
3. Discussion on Capital & Operational budget & expenditure
4. To consider and approve the Budget proposal for the FY 2022-23
5. Any other item with the permission of the Chair

Thanking You,

Copy to:

All the Members



  
**PRINCIPAL**

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Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



### Minutes of FC Meeting

The Principal welcomed all the members of the Finance committee and placed the agenda items one by one as detailed below.

#### Item 1:

##### Confirmation of minutes of previous FC meeting

##### Resolution:

- The minutes of the previous FC meeting held were communication to all the members. The comments received have been incorporated and placed for confirmation.

#### Item 2:

##### Discussion on Audited balance sheet and Income and Expenditure for FY 2021-22

##### Resolution:

- The report by the auditor and the audited annual accounts for the year 2021-2022 were verified along with accounts statements carefully and approved. The clarifications wherever sought were provided.

#### Item 3:

##### Discussion on Capital & Operational budget & expenditure

##### Resolution:

- The Capital budget was discussed and approved. The committee also approved the budget towards the library to procure books and journals keeping in view of the courses.
- The Operational expenditure raised by all departments in view of new course is discussed elaborately and the chairperson of the committee approved the same.



*(Signature)*  
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**Item -4:**

**To consider and approve the Budget proposal for the FY 2022-23**

**Resolution:**

- The budget proposal for the financial year 2022-23 was presented before the committee. It was resolved to approve the budget proposal for the financial year 2022-23 (Annexure) and recommended to submit it before the Governing Board for further approval.

**Item 5:**

**Any other item with the permission of the Chair**

**Resolution:**

- The Members decided to meet at regular intervals in formal / informal manner to enhance the institution.

The Meeting concluded with vote of thanks by the principal.



**PRINCIPAL**

Principal  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.





## Signature Sheet

S. No.	Name and Designation	Role	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director, Avanthi Educational Society	Member	
2	Mr. I. Sravan Kumar Treasurer & MD, Avanthi Educational Society	Member	
3	Dr. Nihar Ranjan Das, Vice Principal	Member	
4	Dr. M. Ramakrishna and Head, Dept. of Pharmacy	Member	
5	Mr. Praveen Kumar, Chartered accountant	Member	
6	Mr. G. Lingaiah, Senior Account, AIPS	Member	



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## Finance Committee Meeting

### Circular

09-08-2021

It is proposed to conduct Finance Committee Meeting for the academic year 2021-2022 on 11-08-2021 at 2.00 PM in the Principal's chamber. All the members are requested to attend the meeting.

#### **Agenda:**

- I. Confirmation of minutes of previous FC meeting.
2. Discussion on Audited balance sheet and Income and Expenditure for FY 2020-21.
3. Discussion on Capital & Operational budget & expenditure
4. To consider and approve the Budget proposal for the FY 2021-22
5. Any other item with the permission of the Chair

Copy to:

All the Members



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### Minutes of FC Meeting

The Principal welcomed all the members of the Finance committee and placed the agenda items one by one as detailed below.

#### Item 1:

##### Confirmation of minutes of previous FC meeting

##### Resolution:

- The minutes of the previous FC meeting held were communication to all the members. The comments received have been incorporated and placed for confirmation.

#### Item 2:

##### Discussion on Audited balance sheet and Income and Expenditure for FY 2020-21

##### Resolution:

- The report by the auditor and the audited annual accounts for the year 2020-2021 were verified along with accounts statements carefully and approved. The clarifications whereversought were provided.

#### Item 3:

##### Discussion on Capital & Operational budget & expenditure

##### Resolution:

- The Capital budget was discussed and approved. The committee also approved the budget towards the library to view of the courses. The Operational expenditure raised by all departments in view of new course is discussed elaborately and the chairperson of the committee approved the same.



*[Signature]*  
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**Item 4:**

**To consider and approve the Budget proposal for the FY 2021-22**

**Resolution:**

- The budget proposal for the financial year 2021-22 was presented before the committee. It was resolved to approve the budget proposal for the financial year 2021-22 (Annexure) and recommended to submit it before the Governing Board for further approval.

**Item 5:**

**Any other item with the permission of the Chair**

**Resolution:**

- The Members decided to meet at regular intervals in formal / informal manner to enhance the institution.

The Meeting concluded with vote of thanks by the principal.



  
**PRINCIPAL**

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Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



## Signature Sheet

S. No.	Name and Designation	Role	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director, Avanathi Educational Society	Member	
2	Mr. I. Sraavan Kumar Treasurer & MD, Avanathi Educational Society	Member	
3	Dr. Nihar Ranjan Das, Vice Principal	Member	
5	Mr. Praveen Kumar, Chartered accountant	Member	
6	Mr. G. Lingaiah, Senior Account, AIPS	Member	



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## Finance Committee Meeting

### CIRCULAR

10-07-2020

It is proposed to conduct Finance Committee Meeting for the academic year 2020-2021 on 13.07.2020 at 1.00 PM in the Principal's chamber. All the members are requested to attend the meeting.

#### **Agenda:**


- I. Confirmation of minutes of previous FC meeting.
2. Discussion on Audited balance sheet and Income and Expenditure for FY 2019-20.
3. Discussion on Capital & Operational budget & expenditure
4. To consider and approve the Budget proposal for the FY 2020-21
5. Any other item with the permission of the Chair

Thanking you,

Copy to:

All the Members



  
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- PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
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Ranga Reddy Dist.





### Minutes of FC Meeting

The Principal welcomed all the members of the Finance committee and placed the agenda items one by one as detailed below.

#### Item 1:

- **Confirmation of minutes of previous FC meeting**

#### Resolution:

- The minutes of the previous FC meeting held were communication to all the members. The comments received have been incorporated and placed for confirmation.

#### Item 2:

- **Discussion on Audited balance sheet and Income and Expenditure for FY 2019-20**

#### Resolution:

- The report by the auditor and the audited annual accounts for the year 2019-2020 were verified along with accounts statements carefully and approved. The clarifications wherever sought were provided.

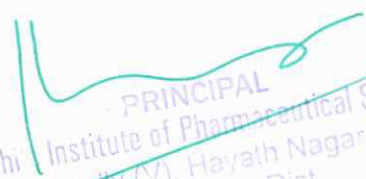
#### Item 3:

- **Discussion on Capital & Operational budget & expenditure**

#### Resolution:

- The Capital budget was discussed and approved. The committee also approved the budget towards the library to procure books and journals keeping in view of the courses. The Operational expenditure raised by all departments in view of new course is discussed elaborately and the chairperson of the committee approved the same.



  
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**Item 4:**

- **To consider and approve the Budget proposal for the FY 2020-21**

- **Resolution:**

- The budget proposal for the financial year 2020-21 was presented before the committee. It was resolved to approve the budget proposal for the financial year 2020-21 (Annexure) and recommended to submit it before the Governing Board for further approval.

**Item 5:**

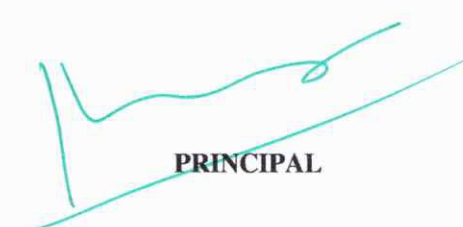
- **Any other item with the permission of the Chair**

**Resolution:**

- The Members decided to meet at regular intervals in formal / informal manner to enhance the institution.

The Meeting concluded with vote of thanks by the principal.



  
**PRINCIPAL**  
- PRINCIPAL  
Avanthi's Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



**Signature Sheet**

S. No.	Name and Designation	Role	Signature
1	Dr. K.Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director, Avanthi Educational Society	Member	
2	Mr. I. Sravan Kumar Treasurer & MD, Avanthi Educational Society	Member	
3	Dr. Nihar Ranjan Das, Vice Principal	Member	
4	Dr. M. Ramakrishna and Head, Dept. of Pharmacy	Member	
5	Mr. Praveen Kumar, Chartered accountant	Member	
6	Mr. G. Lingaiah, Senior Account, AIPS	Member	



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Ranga Reddy Dist





## Finance Committee Meeting

### CIRCULAR

13-08-2019

It is proposed to conduct Finance Committee Meeting for the academic year 2019-2020 on 15-08-2019 at 2.00 PM in the Principal's chamber. All the members are requested to attend the meeting.

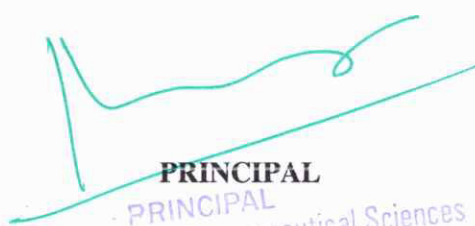
#### **Agenda:**

1. Confirmation of minutes of previous FC meeting.
2. Discussion on Audited balance sheet and Income and Expenditure for FY 2018-19.
3. Discussion on Capital & Operational budget & expenditure
4. To consider and approve the Budget proposal for the FY 2019-20
5. Any other item with the permission of the Chair

Copy to:

All the Members



  
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Ranga Reddy Dist.



### Minutes of FC Meeting

The Principal welcomed all the members of the Finance committee and placed the agenda items one by one as detailed below.

#### Item 1:

- **Confirmation of minutes of previous FC meeting**

#### Resolution:

The minutes of the previous FC meeting held were communication to all the members. The comments received have been incorporated and placed for continuation.

#### Item 2:

- **Discussion on Audited balance sheet and Income and Expenditure for FY 2018-19**

#### Resolution:

The report by the auditor and the audited annual accounts for the year 2018-2019 were verified along with accounts statements carefully and approved. The clarifications wherever sought were provided.

#### Item 3:

- **Discussion on Capital & Operational budget & expenditure**

#### Resolution:

- The Capital budget was discussed and approved. The committee also approved the budget towards the library to procure books and journals keeping in view of the courses. The Operational expenditure raised by all departments in view of new course is discussed elaborately and the chairperson of the committee

#### Item 4:

- **To consider and approve the Budget proposal for the FY 2019-20**



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• **Resolution:**

- The budget proposal for the financial year 2019-20 was presented before the committee. It was resolved to approve the budget proposal for the financial year 2019-20 (Annexure) and recommended to submit it before the Governing Board for further approval.

**Item 5:**

- **Any other item with the permission of the Chair**

**Resolution:**

- The Members decided to meet at regular intervals in formal / informal manner to enhance the institution.

The Meeting concluded with vote of thanks by the principal.



**PRINCIPAL**

- PRINCIPAL  
Avanthi's Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.





## Signature Sheet

S. No.	Name and Designation	Role	Signature
1	Dr. K. Balaji, Principal, AIPS	Chairperson	
2	Dr. Y. Jayapradha, Director, Avanathi Educational Society	Member	
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3	Dr. Nihar Ranjan Das, Vice Principal	Member	
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5	Mr. Praveen Kumar, Chartered accountant	Member	
6	Mr. G. Lingaiah, Senior Account, AIPS	Member	



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Ranga Reddy Dist.



## Finance Committee Meetings

18-07-2018

### CIRCULAR

It is proposed to conduct Finance Committee Meeting for the academic year 2018-2019 on 20.07.2018 at 2.00 PM in the Principal's chamber. All the members are requested to attend the meeting.

#### **Agenda:**

1. Confirmation of minutes of previous FC meeting.
2. Discussion on Audited balance sheet and Income and Expenditure for FY 2017-18.
3. Discussion on Capital & Operational budget & expenditure
4. To consider and approve the Budget proposal for the FY 2018-19
5. Any other item with the permission of the Chair

Thanking you,

Copy to:

All the Members



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Gunthapally (V), Hayath Nagar (M),  
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## Minutes of FC Meeting

The Principal welcomed all the members of the Finance committee and placed the agenda items one by one as detailed below.

### Item 1:

#### Confirmation of minutes of previous FC meeting

#### Resolution:

The minutes of the previous FC meeting held were communication to all the members. The comments received have been incorporated and placed for confirmation.

### Item 2:

#### Discussion on Audited balance sheet and Income and Expenditure for FY 2017-18 Resolution:

The report by the auditor and the audited annual accounts for the year 2017-2018 were verified along with accounts statements carefully and approved. The clarifications wherever sought were provided.

### Item 3:

#### Discussion on Capital & Operational budget & expenditure

#### Resolution:

The Capital budget was discussed and approved. The committee also approved the budget towards the library to procure books and journals keeping in view of the courses. The Operational expenditure raised by all departments in view of new course is discussed elaborately and the chairperson of the committee approved the same.

### Item 4:

#### To consider and approve the Budget proposal for the FY 2018-19

#### Resolution:

The budget proposal for the financial year 2018-19 was presented before the committee. It was resolved to approve the budget proposal for the financial year 2018-19 (Annexure) and recommended to submit it before the Governing Board for further approval.



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**Item 5:**

**Any other item with the permission of the Chair**

**Resolution:**

The Members decided to meet at regular intervals in formal/informal manner to enhance the institution.

The Meeting concluded with vote of thanks by the principal.



**PRINCIPAL**

PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



**Signature Sheet**

S. No.	Name and Designation	Role	Signature
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2	Mr. I. Sravan Kumar Treasurer & MD, Avanthi Educational Society	Member	
3	Dr. Nihar Ranjan Das, Vice Principal	Member	
4	Dr. M. Ramakrishna and Head, Dept. of Pharmacy	Member	
5	Mr. Praveen Kumar, Chartered accountant	Member	
6	Mr. G. Lingaiah, Senior Account, AIPS	Member	



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Avanthi Institute of Pharmaceutical Sciences  
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Ranga Reddy Dist.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



ESTD 2007

## AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

Approved by PCI, AICTE & Affiliated to JNTUH

Gunthapally(V), Abdullapurmet (M), R.R. Dist., Near Ramoji Film City, Hyd.

Phone : 99637 77979, 97047 55508, 97047 55516.



## HR POLICY



*[Signature]*  
PRINCIPAL  
Avanathi : Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.





# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



## I. SERVICE RULES

### 1. General:

- a) These rules shall be called Avanthi Institute of Pharmaceutical Sciences, Hyderabad Service and Conduct Rules (Schedule – A) and shall come into force from the date decided by the Chairman of the Governing Body of the College. These rules supersede all rules previously in force.
- b) Except as otherwise provided these rules shall apply to all categories of employees
- c) The Chairman of the Governing Body of the College reserves to itself the right of modifying these rules from time to time.

### 2. Definition:

- a) 'Institute' or 'College' means the Avanthi Institute of Pharmaceutical Sciences, Hyderabad.
- b) 'Society' means Avanthi Educational Society, Hyderabad.
- c) 'Chairman' means the Chairman of Avanthi Educational Society.
- d) 'Chairman of the Governing Body' means the Chairman of the Governing Body of the College as constituted by the Chairman.
- e) The Head of the Institute means Director/Principal
- f) 'Appointing Authority' means Chairman of the Governing Body.
- g) 'Permanent Post' means a post carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- h) 'Permanent Employee' means a person confirmed in a permanent post to which no other person holds a lien.
- i) 'Department' means section or division in which services are rendered both teaching and practical training, leading to award of a degree/diploma in that faculty.



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# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

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Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



### 3. Appointing Authority for teaching posts:

- The Chairman of the Governing Body is the Chairman of Teaching and Non-teaching selection committee.
- All appointments of the staff of the College except that of the Director/Principal shall be made by the Selection Committee constituted by the Chairman of the Governing Body from time to time.

Programme	Cadre	Qualifications	Experience
Pharmacy	Asst. Professor	Pharm .D and M. Pharmacy in relevant branch with First Class	
	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly Desirable.	Minimum of 5 years' experience in teaching / research / industry of which 2 years post PhD experience is desirable.



PRINCIPAL  
Avanthi's Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



	Professor	Qualifications as above that are for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable	<p>Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor.</p> <p>(or) Minimum of 13 years' experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR /patents. etc. as deemed fit by the expert members</p>
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- c) Selection Committee for teaching staff: In addition to members of Selection Committee constituted by Chairman of the Governing Body, the following are the members of Selection Committee for selection of Professor/Associate Professor / Asst. Professor
- Chairman
  - Head of the Institute
  - Head of Department
  - Subject experts not below the rank of Professor in a University
- d) Selection Committee for Non-teaching staff: - All regular appointments of non-teaching staff are made by the non-teaching selection committee constituted by the Society from time to time.
- e) All posts at the College shall normally be filled by advertisement but the Chairman of the Governing Body shall have the power to decide, on the recommendation of the Head of the Institute that a particular post be filled by invitation or by promotion from amongst the members of the staff of the College.

#### 4. Appointments:

All permanent appointments shall ordinarily be made on probation for a period of two years, for college selection committee appointments, after which period, the appointee, if confirmed, shall continue to hold the post, till the close of the academic session, in which he attains the age of retirement as followed by affiliated University.

Provided that the appointing authority may in exceptional cases, grant extension of service or to re-employ any member of the staff on a year to year basis, provided further that the extension in the first instance in the case of teaching staff may be made for a longer period but not exceeding three years. However, employees joining after superannuation shall be entitled to service conditions as stipulated from time to time and as decided on the discretion of the Chairman of the Governing Body.



  
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## 5. Appointment on Contract:

Appointment on contract basis is made by Chairman of the Governing Body of the College.

## 6. Medical Fitness:


Every appointment shall be subject to the condition that the appointee is certified by a medical authority nominated by the Chairman of the Governing Body as being in sound health and physically fit to serve provided that they may for sufficient reasons relax the medical requirement in any particular case or cases subject to such condition, if any, as may be laid down by the Chairman of the Governing Body. 'Provided further, that in the case of persons appointed temporarily for periods of three months or less than three months duration, the production of physical fitness certificate may be dispensed with.

## 7. Salary and Allowances:

All employees working under sanctioned post are entitled to pay according to pay scales of their posts, and in addition such dearness and other allowances at such rates as the Chairman of the Governing Body may decide, from time to time. At present, the 6<sup>th</sup> pay scales are giving to all teaching Faculty along with other allowances Faculty as follows:

- a) Assistant Professor, who completed their B. Tech and M. Tech degrees in the institutes other than NIT/IIT and having 4Y teaching experience is eligible to get DA of 45% and HRA 10%, otherwise (i.e. <4Y experience) he/she will get DA of 10% and HRA 10%.
- b) For all other cadres (i.e. Associate Professor and Professor) are eligible to get DA of 45% and HRA 10%.



  
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- c) DA of 45% is paid for all Faculty members (except in Assistant Professor Cadre), to mention uniformity among the Faculty members. Faculty who are getting more salary (due to his experience/academic achievement) in 5<sup>th</sup> pay compared to pay fixation in 6<sup>th</sup> pay, excess amount will be paid as 'other pay'.

d) **Conduct Rules:**

The employees of the College shall be governed by the Conduct Rules as laid down in Schedule 'A'.

e) **Leave Rules:**

The employees of the College shall be entitled to vacation and leave in accordance with the rules approved by the Chairman of the Governing Body as laid down in leave rules Schedule 'B'.

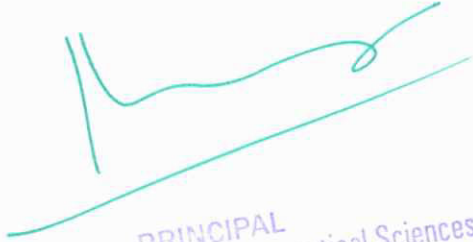
f) **Policy on Annual Salary Increment:**

AIPS is committed to providing our employees with fair compensation for their work, encouraging and rewarding strong workplace performance, and ensuring they maintain a quality standard of living. Employees who perform their duties satisfactorily are entitled to one annual salary increment. Policy on Annual Salary Increment is laid down in Schedule 'C'.

**Annual Increments will be based on the appraisal and publications as per norms given below:**

- a) Every faculty has to publish at least one article in any Peer reviewed journal/UGC listed journal based on his/her research work or B.Pharmacy and M.Pharmacy student's project every year. However, it may be extended one more year based on his/her explanation.



  
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- b) Doctorates and Professors have to publish an article/paper in Scopus Indexed/SCI Journal at least once in two years.
- c) Academic Administrators of the college have to publish an article/paper in Scopus/SCI Journal at least once in three years.

**Note:**

- 1<sup>st</sup> and 2<sup>nd</sup> Authors (Maximum of two authors) from the college/department for claim the same paper will be considered.
- If any faculty guides a research scholar as co-guide, then 3<sup>rd</sup> name with collegename will also be considered.
- If the name of the Research Guide as 1<sup>st</sup> Author, then the 2<sup>nd</sup> name of Authormay considered if the college name appears in the journal.

**g) Promotion Rules:**

To provide adequate opportunity, encouragement and career growth to the employees consistent with their contribution to the growth of the Organization; AIPS will endeavor to motivate and enthuse its employees at all levels for better and more effective performance for rewarding them with promotion, in accordance with the rules approved by the Chairman of the Governing Body as per norms of PCI/UGC whichever is applicable. Minimum eligibility criteria followed for faculty as:

**Professor:** Associate Professor with Ph.D. having 10 years total experience (minimum 3 years' experience as associate professor level) and should possess minimum 2 SCI and 3 Scopus Journals.

**Associate Professor:** Assistant Professor with Ph.D. having 5 years total experience and should possess minimum 1 SCI and 1 Scopus Journals.

**14. Interpretation:**

Notwithstanding anything contained in the regulations, the Chairman of the Governing Body shall have the power to decide on any matter when any difficulty arises, regarding the interpretation or implementation of any of the above regulations.



Principal  
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## LEAVE RULES

### 1. Introduction:

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Chairman of the Governing Body from time to time.

The following leave rules and norms give details about the different types of leave and how they can be availed off. Certain rules are common to both Teaching and Non-teaching of the Institute. Certain rules and norms have been designed specifically with reference to faculty of the Institute.

### 2. General Principles Regarding Grant of Leave:

#### 2.1 Applicability

The provisions contained in these rules shall apply to all permanent employees of the college. However, these leave rules doesn't include employees under contractual basis or services.

#### 2.2 Right to leave

- a) Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- b) To change the nature of leave, the maximum period permitted shall not exceed two weeks.



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- c) Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

### 2.3 Authority empowered to sanction Leave

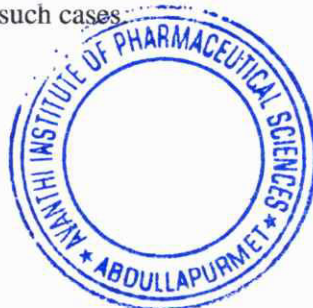
- a) Applications for leave shall be addressed to the Chairman by the Director/Principal and to the Director/Principal by the other members of staff.
- b) Sanctioning authority for the sanction of leave for the Director/Principal shall be Chairman.
- c) For all the Leaves other than Casual Leaves to the members of the staff sanctioning authority is the Director/Principal or by a member of staff to whom the power has been delegated by the Director/Principal.
- d) Sanction of Casual Leaves to the members of the staff both teaching and non-teaching of the functional departments shall be made by the respective Head of the departments / In-charge HOD's.
- e) Sanction of Casual Leaves to the staff members of Library, Exam Cell, Placement cell, Director/ Principal's Office, Physical Directors, Gardening, Construction, and Maintenance shall be made by the respective department in- charges.
- Sanction of Special Casual Leaves, Academic Leaves, Half Pay Causal Leaves,
- f) On- duty leaves, Compensatory Leaves shall be made by the Director/Principal. Leave applications for above mentioned leaves shall be forwarded through respective HOD's/ In-charges of respective department to Director/Principal.


### 2.4 Commencement and termination of leave

- a) Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.
- b) Second Saturday, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

### 2.5 Combination of leave

Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.



  
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## 2.6 Grant of leave beyond the date of retirement and in the event of Resignation

- a) No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- b) An employee who has served notice for resignation shall be eligible for CL's on pro rata basis and they are not eligible for any other leaves, Provided that the Director/Principal may, in any case, grant leaves to an employee prior to his/her resignation if, in the opinion of the Director/Principal, the circumstances of the case justify such grant of leave.

## 2.7 Conversion of one kind of leave into another kind

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

## 2.8 Rejoining of duty on return from Leave on medical grounds

- a) An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- b) Leave sanctioning authority may secure second medical opinion, if considered necessary.


## 2.9 Rejoining of duty before the expiry of leave

Except with the permission of the authority, which granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

## 2.10 Maximum period of absence from duty

- a) No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.
- b) Unless the Chairman of the Governing Body, in view of the special circumstances of



  
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the case, determines otherwise, a member of the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

## 2.11 General

- a) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- b) Absence from duty after expiry of leave entails disciplinary action.
- c) Absence without leave will constitute an interruption in service
- d) A staff on leave should not, take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- e) At any time not more than 30% in a department may be granted leave.
- f) Probationary employees may note that they cannot avail any other leaves except Casual Leave as per the norms.

## 3. Kinds of Leave:

The following kinds of leave shall be admissible to the members of the staff of this Institute.

- Casual Leave (CL)
- Academic Leave (AL)
- On-Duty (OD)
- Half Pay Causal Leaves (HPCL)
- Maternity Leave (MTL)
- Study Leave (Full-Time)
- Study Leave (Part-Time)
- Summer Vacation and Permissions



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### 3.1 Casual Leave (CL)

- Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 15 days in a calendar year.
- Second Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or sufficed, shall not be counted as Casual Leave.
- A staff member can avail only one leave in a month. However, they can avail the preceding month's CL in the subsequent months, if they are not availed in the past. The left over three days CL (out of 15 days CL in a year) may be availed in advance from the month of July in a calendar year.
- CL can be taken for half a day also.
- Staff appointed and joined duty during the middle of a year may avail of CL on pro rata basis.

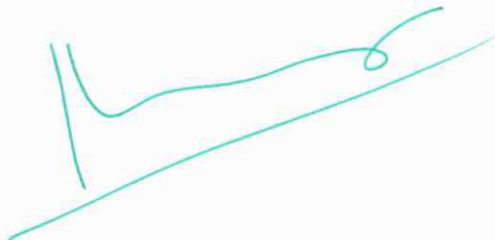
### 3.2 Academic Leave (AL)

Academic leave may be granted when a staff member attends conferences/ seminars/ workshops/ refresher courses/ symposia/ practical training/ judge for paper presentations/ conference chairs/ guest lectures etc. shall be entitled to Academic leave maximum amount of 6 days in a calendar year.

Priority need to be followed in forwarding a recommendation for participation is as follows:

- In the order of seniority duly taking into account whether the faculty in the given academic year has already attended any seminar/workshops/ Symposium.
- Area of research/teaching
- Retired faculty considered on requirement basis
- Paper Presentations considered without any discretion.
- Given faculty in a given academic year may get a second opportunity provided at least 50% of faculty covered in the discipline/department.



  
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- f) The above is only a general priority. In specific cases discretion may be used keeping in view of institution interest.
- g) Permission for participation may be refused to those who have attended a similar program within the last six months.
- h) At any given time not more than 2 faculties from a given department be Deputed/permited.
- i) Refresher courses for Non- teaching technical staff in their line of duty can be considered for academic leave.

### 3.3 On-Duty (O.D.) Leave

On-Duty leave may be granted when a staff member is attending Examination related work such as lab external examiner/ project external examiner / observer, or any other institutional related work assigned by Principal / Director. (Faculty members are allowed only one spell per semester in case of JNTUH valuation).

### 3.4 Half Pay Causal Leave (HPCL)

- a) The HPCL admissible to a member of the staff shall be 10 full days in a calendar year for teaching staff and for Non-teaching staff. For availing of HPCL Minimum two year service in the college is necessary.
- b) HPCL can be accumulated up to 180 (90 days).

### 3.5 Maternity Leave (MTL)

- a) Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 120 days from the date of its commencement.
- b) Maternity Leave shall not be debited to the leave account.
- c) Maternity Leave may be combined with leave of any other kind except Casual Leave.



  
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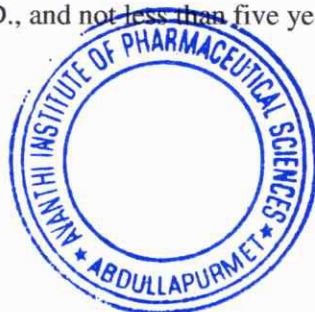
- d) Minimum 2 years' service in the college with a commitment of at least 1 year service bond after leave is required for availing of maternity leave for the staff member for the first delivery.
- e) Minimum 5 years' service in the college with a commitment of at least 1 year service bond after leave is required for availing of maternity leave for the staff member for the second delivery.
- f) Maternity Leave is available for the desiring woman staff for four months un- paid leave for those who have less than two years of service in the institution.
- g) Based on medical reports the maternity leave can be extended up to one month with salary unpaid.
- h) During maternity leave, leave salary equal to last pay drawn is admissible.

### 3.6 Study Leave (Full Time)

- a) Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 120 days from the date of its commencement.
- b) Maternity Leave shall not be debited to the leave account.
- c) Maternity Leave may be combined with leave of any other kind except Casual Leave.
- d) Minimum 2 years' service in the college with a commitment of at least 1 year service bond after leave is required for availing of maternity leave for the staff member for the first delivery.
- e) Minimum 5 years' service in the college with a commitment of at least 1 year service bond after leave is required for availing of maternity leave for the staff member for the second delivery.
- f) Maternity Leave is available for the desiring woman staff for four months un- paid leave for those who have less than two years of service in the institution.
- g) Based on medical reports the maternity leave can be extended up to one month with salary unpaid.
- h) During maternity leave, leave salary equal to last pay drawn is admissible.

### 3.7 Study Leave (Part Time)

- a) Study Leave is granted to staff with not less than five years of service in the college for course leading to Ph. D., and not less than five years of service in the college for



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- technical staff for course leading to Diploma.
- Course should be certified to be of definite advantage to the Institute interest.
  - The Director/Principal should approve the particular study to grant leave.
  - The employee on his/her return should submit a full report on the work done during study leave.
  - Study leave is not admissible to an employee due to retire within three years on return from the study leave;
  - Faculty members who have registered for Ph. D. (part time), they can avail 7 days leave for 1<sup>st</sup> year, 7 days leave for 2<sup>nd</sup> year, 10 days leave for 3<sup>rd</sup> year and 15 days leave for 4<sup>th</sup> year from their date of registration. Staff members who have more than 5 years of experience in this institution are eligible to avail this study leave.
  - Study leave shall not be debited to the leave account.
  - Employees who wish to avail this Study Leave (Part- Time) have to execute two year service bond after completion of their Ph.D.
  - Requisite Bonds in the prescribed forms are required to be executed by the faculty before proceeding on study leave. The bond amount will be decided by the Chairman of the Governing Body.

### 3.8 Summer Vacation and Other Norms

- Teaching staff will get minimum 3 weeks and non-teaching staff will get 2 weeks of summer vacation every year. However, probationary employees cannot avail summer vacation.
- Staff members may be permitted maximum 2 permissions in a month with a total duration of one hour. If there are more than two permissions in a month, it will be converted into a half-day CL.
- Staff members are not given CCL (Compensatory Casual Leaves) under any circumstances for any work assigned by Principal/ Director.



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## II. BENEFITS FOR STAFF

### 1. Quality Improvement (Q.I.P.):

Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored at one occasion on seniority basis.

### 2. Group Insurance:

College provides group insurance to teaching staff and non-teaching staff up to a limit of Rs.2, 00,000/-. College is providing health insurance to teaching staff with contribution from staff. Sum assured depends upon the salary.

### 3. Professional Body memberships:

College provides 50% of membership fee for one Professional Body membership for the faculty having at least two years of service in the college.

### 4. Financial support to faculty members to attend FDPs:


Faculty members are allowed financial support to attend Faculty Development Programs TA/DA (as per prevailing rules) and registration fee will be provided.

Faculty members can avail this facility for two times maximum in an academic year.

### 5. Incentives for Faculty Research & Publications:

- a) Incentives to any faculty will be sanctioned in the month of March and September of every year.
- b) Every Doctorate has to submit any project proposal to at least one of the external funding agencies once in two years.



  
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- c) If any faculty has external funded projects, 2 to 5% of the project fund will be sanctioned as incentive as per committees recommendations.
- d) If the name of the Research Guide as 1<sup>st</sup> Author, then the 2<sup>nd</sup> name of Author may considered if the college name appears in the journal.
- e) If any faculty guides a research scholar as co-guide, then 3<sup>rd</sup> name with college name will also be considered for incentive.
- f) Publication incentives for Pharmacy Faculty:


Scopus Paid Journal	1 <sup>st</sup> Author	Rs: 6000/-
	2 <sup>nd</sup> Author	Rs: 3000/-
	3 <sup>rd</sup> Author	Rs: 2000/-
Scopus Free Journal	1 <sup>st</sup> Author	Rs: 7500/-
	2 <sup>nd</sup> Author	Rs: 4500/-
	3 <sup>rd</sup> Author	Rs: 3000/-
SCI Paid Journal	1 <sup>st</sup> Author	Rs: 10000/-
	2 <sup>nd</sup> Author	Rs: 5000/-
	3 <sup>rd</sup> Author	Rs: 3000/-
SCI free Journal	1 <sup>st</sup> Author	Rs: 20000/-
	2 <sup>nd</sup> Author	Rs: 7500/-
	3 <sup>rd</sup> Author	Rs: 5000/-

- g) Faculty may attend/present a paper in an International conference in abroad once in every three years for which the college will sanction an amount of Rs: 30,000/-.
- h) OD will be given twice in a year to a faculty for paper presentation in National Conferences.
- i) Faculty can attend workshops/SDPs/FDPs as per Leave Policy.
- j) The College will extend full support in all aspects of applying for PATENTS.
- k) Book publication, cash reward: Rs. 5000/-.

**Note:**

Faculty members can not avail incentive for more than two conferences in an academic year, and they can not avail for more than two publications in journals.



  
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## 6. Traveling Allowance to attend interview:

Candidates selected for interview for a post are normally not entitled to T.A. but in special cases they may be paid such traveling allowance as may be determined by the Chairman from time to time.

## 7. Traveling and Daily Allowances:

The employees of the College shall be entitled to traveling and daily allowances according to the scales laid down by the Chairman of the Governing Body from time to time on all such out station appointments as approved and authorized by the Director/Principal.


### TA:

- The non-teaching and teaching staff up to the level of assistant professor is allowed to travel by train either by 2<sup>nd</sup> class sleeper.
- The teaching staff above the rank of assistant professor is allowed to travel in 3<sup>rd</sup> AC/Garib Rath.

### DA:

	Non-teaching and teaching up to the level of Asst. Prof.	Above the rank of Asst. Prof.
District Head Quarters	Rs. 200/-	Rs. 300/-
State Capitals	Rs. 240/-	Rs. 360/-
Places other than above	Rs. 160/-	Rs. 240/-



  
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## LODGING:

	Non-teaching and teaching up to the level of Asst. Prof.	Above the rank of Asst. Prof.
District Head Quarters	Rs. 600/-	Rs. 900/-
State Capitals	Rs. 750/-	Rs. 1500/-
Places other than above	Rs. 350/-	Rs. 500/-

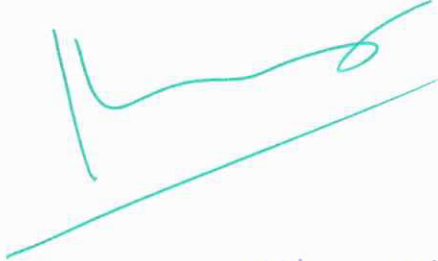
## 8. Provident Fund:

The employees of the College will be entitled to the benefits of Provident Fund in accordance with the provisions of the rules of the Fund.

## 9. Add on facilities to Staff:

- College provides all facilities to arrange the bank loan for the interested staff.
- The management is planning to provide Laptop to the faculties who have a minimum three years' service in the institute.
- The management provides salary advance to the faculties at the emergency.
- The management provides Laptops to the HOD's and professors.
- The management provides A/C bus facility for transport to HODs and professors.



  
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### III. BENEFITS FOR STUDENTS

The management is pleased to announce the following incentives and rewards for students.

Student securing 1<sup>st</sup> and 2<sup>nd</sup> Ranks in a semester, Gold and Silver medals. For any University Rank holder (Top 3 Positions) 50% Tuition Fees will be refunded. For others (4 to 10 Positions) 25 % Tuition Fees will be refunded.

50% of one Professional Society membership (annual) fees will be paid by management for Students with more than 80% aggregate.

Any student, who is having 75% of attendance and possess the membership of Professional Society, can attend conferences/seminars/workshops through Student Activity Centre (SAC) subject to prior permission from the respective HOD.

A maximum sum of Rs.3000/- will be reimbursed to a student attending any conference/seminar/workshop who will get 1<sup>st</sup> and 2<sup>nd</sup> prizes along with TA/DA and Registration Fee. For other institutes, an incentive of Rs.1000/- and Rs.500/- will be awarded to the 1<sup>st</sup> and 2<sup>nd</sup> prize winners.

Innovative project funding for students will be given to students, subject to the approval of expert committee.

There will be regular personality development, entrepreneurship development, and ethics, and value added course, courses on communication skills, computing skills and placement specific programs for Students at no cost.

There will be free and subsidized add-on skills programs as per industries requirements.



  
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## IV. FACULTY HANDBOOK

The Faculty Handbook reflects the policies and regulations of the AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES, HYDERABAD as they apply to the teaching faculty of the College. These are in addition to the rules, procedures and requirements contained in the Service Rules. The faculty being central to any educational enterprise, they have greater responsibilities than the other sections that go to populate an educational community.

### 1. Professional Ethics and Academic Responsibility:

#### 1.1 Introduction


The basic functions of the College are the advancement and dissemination of knowledge, the development of critical intelligence, and the education of citizens and professional workers for the society of which the College is apart.

The indispensable condition for the successful discharge of these functions is an atmosphere of intellectual freedom. Unless he/she is free to pursue the quest for knowledge and understanding, wherever it may lead, and to report and discuss the findings, whatever they may be, the College faculty member cannot properly perform his/ her work. As a participant in an enterprise that depends upon freedom for its health and integrity, the faculty member has a special interest in promoting conditions of free inquiry and furthering public understanding of academic freedom.

Freedom entails responsibilities. It is incumbent upon the faculty member to accept the responsibilities which are concomitant with the freedom he or she needs.

Those responsibilities are: 1) to students, 2) to society, 3) to colleagues, 4) to the



  
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College and 5) to the larger community which the College serves. To make these responsibilities operational, it is necessary that ethical and professional standards be adopted to guide faculty members in their conduct and that effective mechanisms be established to monitor and enforce compliance with these standards.

## 1.2 Responsibilities towards Students:

As a teacher, the faculty member has the responsibility for creating in his/her classroom or laboratory a climate that encourages the student's endeavors to learn. The faculty member should exemplify high scholarly standards and respect and foster the student's right to choose and pursue his or her own educational goals.

- a) The faculty member must make clear the objectives and outcomes of the course or program, establish requirements, set standards of achievement and evaluate the student's performance.
- b) The faculty member has the responsibility to meet classes as scheduled and when circumstances prevent this, to arrange equivalent alternate instruction.
- c) The faculty member has the responsibility to teach courses in a manner that is consistent with the course description and credits published in the syllabus book approved by the B.O.S and with the announced objectives and outcomes of the course. He or she must not intentionally interject into classes material or personal views that have no pedagogical relationship to the subject matter of the course.
- d) In order to facilitate student learning, faculty members should present the appropriate context for course content. While challenge is essential to good teaching, challenge is ordinarily most effective when students are adequately prepared to deal with course materials.
- e) On controversial issues within the scope of the course a reasonable range of opinion should be presented. When the faculty member presents his/ her own views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.




  
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- f) The faculty member owes to the student and the Institute a fair and impartial evaluation of the student's work. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinion pertaining to matters of controversy within the discipline.
- g) Every student is entitled to the same intellectual freedom which the faculty member enjoys. The faculty member must respect that freedom. Restraints must not be imposed upon the student's search for or consideration of diverse or contrary opinion. More positively, the faculty member has an obligation to protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action. The classroom must remain a place where free and open discussion of all content and issues relevant to a course can take place.
- h) The faculty member has obligations as an intellectual guide and counselor to students. He / she has a responsibility to be available to students for regular counseling. In advising students, every reasonable effort should be made to see that information given to them is accurate. The progress of students in achieving their academic goals should not be thwarted or retarded unreasonably because a faculty member has neglected his/ her obligation as advisor and counselor.
- i) Faculty members are expected to hold regularly scheduled office hours and reasonably available for appointments with students.
- j) The faculty member should conduct himself or herself at all times so as to demonstrate respect for the student. He/she should always respect the confidence deriving from the faculty-student relationship.
- k) The faculty member must avoid exploitation of students for personal advantage. For example, in writings and oral presentations, due acknowledgment of their contributions to the work should be made.



  
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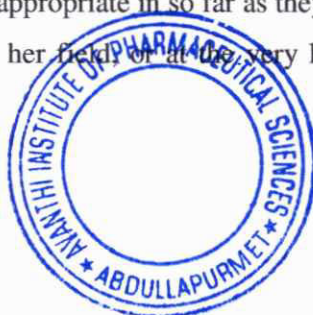
1) In order that students can make knowledgeable choices about whether to take a particular course, it is the faculty member's responsibility to provide, on the first day of class, a course syllabus, in either electronic or paper format, containing the following information:


- The instructor's name, designation, department Contact hours for doubt clarification
- Objectives and outcomes of the course
- Course content and schedule of topics
- List of readings and/or other anticipated course materials
- Expectations for attendance, assignments, and examinations
- Dates and times of any examinations scheduled outside of class time

### 1.3 Responsibilities towards Society:

Society has a vital stake in maintaining the College as an institution where knowledge can be sought and communicated. The faculty member has an ethical responsibility both to make full appropriate use of that freedom in his or her teaching and research and to guard it from abuse. More specifically:

- a) A faculty member is committed to a lifetime of study. Although no one can know everything, even about a limited subject, he/she must constantly strive to keep abreast of progress in his or her field, to develop and improve his or her scholarly and teaching skills, and to devote part of his or her energies to the extension of knowledge in his or her area of competence.
- b) The faculty member has the responsibility of being unfailingly honest in research and teaching. He or she must refrain from deliberate distortion or misrepresentation, and must take regular precautions against the common causes of error.
- c) In order to maintain or increase effectiveness as a scholar, a faculty member may find it advantageous to assume certain obligations outside the College, such as consulting for government or industry, or holding office in scholarly or professional societies. Such activities are appropriate in so far as they contribute to his or her development as a scholar in his or her field, or at the very least, do not interfere with that



  
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development. On the other hand, acceptance of such obligations primarily for financial gain, especially when such activities may be incompatible with the faculty member's primary dedication as a scholar, cannot be condoned.

#### 1.4 Responsibilities towards Colleagues:

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He/she respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, he or she shows due respect for the rights of others to their opinions. He or she refrains from personal vilification, and acknowledges contributions of others to his/ her work. When asked to evaluate the professional performance of a colleague, the faculty member strives to be objective.

#### 1.5 Responsibilities towards the Institution:

The faculty member's primary responsibility to his or her Institution is to seek to realize his or her maximum potential as an effective scholar and teacher. In addition, the faculty member has a responsibility to participate in the day-to-day operation of the Institute. Among the faculty member's general responsibilities to the Institute, the following may be particularly noted:

- a) When a faculty member acts or speaks as a private person, he or she should make clear that his or her actions and utterances are entirely his/ her own and not those of the Institute.
- b) The faculty member must never attempt to exploit his or her standing within the Institute for private or personal gain. The faculty member may, on appropriate occasions, cite his/ her connection with the Institute, but only for purposes of personal identification. The faculty member must not permit the impression to prevail that the Institute in any way sponsors any of his/her activities.



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- c) Institute facilities, equipment, supplies, and other properties must never be used for personal or private business.
- d) A faculty member has the duty to ensure that the regulations of the Institute are designed to achieve the Institute's goals as well as being in accord with the principles of academic freedom. Recognizing the importance of order within the institution, the faculty member observes the regulations of the Institute, but in no way abdicates his/her right to attempt to reform those regulations by any appropriate orderly means.
- e) Effective faculty participation in the governance of the Institute promotes academic freedom and the goals of the institution. Each faculty member should take part in his/her institution's decision-making processes to the best of his/her ability and should accept a fair share of the faculties' responsibility for its day-to-day operation.
- f) During periods of disturbance or high tension on campus, a faculty member should take reasonable steps to prevent acts of violence and to reduce tension.

Subject to the requirements of this statement and other institutional regulations, a faculty member determines the amount and character of the work and other outside activities he/she pursues with due regard to his/her paramount responsibilities within the Institute and primary loyalties to-it.

## 1.6 Responsibilities towards the Community:

As a member of the community, the faculty member has the rights and obligations of any citizen. However, in exercising these rights, the faculty member must make it clear that he or she does not speak for the Institute, but simply as an individual. The faculty member does not use the classroom to solicit support for personal views and opinions. Because academic freedom has traditionally included the faculty member's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions on the other. If such conflicts become acute, and the faculty member's attention to his/ her obligations as a citizen and moral agent precludes the fulfillment of substantial academic obligations, the responsibility of that choice cannot be escaped, but the faculty member should either request a leave of absence or resign his or her academic- position.



  
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## 2. Faculty Responsibilities and Duties:


### 2.1 Responsibilities of HODs:

- Dispatch the attendance data of the students to the parents, who secure less than 75% attendance at the end of every month by registered post. Keeping the records of those students by taking signature of the students.
- Weekly report of absenteeism of the students of the preceding week must be uploaded in college web portal, to enable web master to send SMS to all parents on Monday.
- Quiz and mid examination marks of every semester must be uploaded in college web portal, to enable web master to send SMS to all parents.
- Progress reports of every student must be posted to the parents after every internal examination under certificate of posting.
- Syllabus coverage should be sent to the Dean (Academics) in every one month.
- Feedback reports from the students must be taken twice in a semester (after one month of semester starting and before one month of semester end).
- At the end of the semester, attendance, condonation and detention report has to be sent to the Dean (A&P), exam cell and accounts.

### 2.2 Teaching related responsibilities of faculty:

- Preparation and submission of lesson plans and schedules as per curriculum and advice of the department.
- Teaching of assigned courses.
- Shall take up theory subjects, Laboratory, Drawing etc., as entrusted from time to time by the HOD as decided in departmental academic council meeting.
- Faculty is responsible for engagement for each of the scheduled hour as per time-table of the department. If a faculty member cannot take a class due to a rare pressing engagement, arrangements must be made to make that hour up, through mutually convenient class work adjustment/substitution by a colleague. Such arrangements should be infrequent.



  
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- e) Faculty should not carry the cell phones to class room.
- f) It is their responsibility to get the attendance and update it when they finish their class work on that day.
- g) Faculty should maintain decorum and decency with their proper dress code.

### 2.3 Student related responsibilities of faculty:

- a) Shall promote parental interactions and provide the necessary performance reports and counseling feedbacks from time to time.
- b) Counseling students, Academic advising of students as assigned within the department;
- c) Faculty is expected to be punctual in the class and all other scheduled meetings with the students. It should try and inculcate in students, by example, the respect for time, procedures and rules.
- d) Shall take up the theory subjects and Laboratories.
- e) Faculty is expected to be helpful and sympathetic towards the students and their learning needs.
- f) Availability on campus for interactions with students. Each faculty will maintain at least one open office hour on three different days of the week for the students. These hours should be set for students' convenience and should be announced in the class and posted. There will still be some students who will need to meet the faculty outside these hours and adequate arrangements should be made by faculty for these academic interactions.

### 2.4 Institution related responsibilities of faculty:

- a) Shall attend all such responsibilities like invigilation, timetable preparations, counseling reports, self-assessment, to obtain student feedbacks on the services provided from time to time and consolidate on various criteria/ opinions so as to improve on overall performance.
- b) Shall maintain attendance registers, log sheets, evaluation and assessment of students for awarding of internal marks.



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- c) All records like attendance registers, log sheets, consolidated marks memos, evaluated scripts, and question papers should be submitted to the department after completion of semester / year.
- d) Shall attend external duties as assigned by university authorities.
- e) Setting up of the required laboratories, identifying the equipment, preparing the lab manuals and periodical updating, and management of the laboratories as assigned by the department.
- f) Shall prepare and develop Course Contents, Notes Material, Laboratory Manuals, Power Point presentations.
- g) Engaging in activities to promote the advancement of department and Institute programs of study through curricular development, promotion of student research and scholarship, assessment, outcome evaluation, etc.;
- h) Engaging in activities to promote the overall advancement of the Campus and Institute such as involvement in educational programs, community service (Institute engagement activities) and student activities.
- i) Helping in the management of student affairs, including sports, cultural and club activities, management of hostels, and disciplinary functions.
- j) Helping the College in management of the various activities central to an academic campus including participation in Industrial Visits / Tours.
- k) Participation in departmental and institutional meetings
- l) Attendance at official Institute functions

#### 2.4 Professional Body:

- a) Engaging in activities to promote individual professional development appropriate within the faculty member's primary discipline;
- b) Participation in discipline specific refresher courses including workshops, seminars and conferences for enhancement of knowledge in their respective fields. In addition, the faculty is also expected to carry out research work, including consultancy assignments, of high quality in at least one of the identified research areas.
- c) Within the mission, goals and needs of the department, at this Campus and of the Institute, the particular skills, talents and inclinations of each faculty member will be respected, subject to the overall fulfillment of aggregate responsibilities.



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### 3 Workload Norms:

Classroom teaching and the work associated with it is the major responsibility of the faculty. But the College recognizes that it stands to gain stature only through the individual stature of its faculty, which comes through making significant contributions to the advancement of knowledge, and through making contributions to the Industry by taking up advanced consultancy projects.

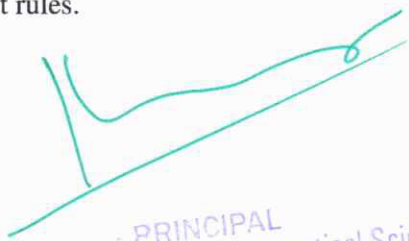
- a) It is envisaged that a faculty member of the College should work as per the norms of regulating bodies for teaching and other tasks directly related to teaching. This includes time spent on preparing and updating the course-site, grading time and formal office hours, helping student with their difficulties in the courses being taught, and on the maintenance of course files in electronic format (containing detailed teaching plan used, text-books, copies of all assignments and teaching materials used, recommendations about desirable deviations, comments about the success of innovations, etc.).
- b) Besides these direct teaching duties, a faculty member is expected to spend remaining hours per week on activities such as research, extension activities, preparation of teaching aids, development of computer-based instructional material and other educational software including books, teachers manual for lab courses, etc., Academic/student administration, Assigned duties in admissions process, academic/administrative committee work, warden ship, formal student counseling, etc.

### 4 Student Evaluation:

The Faculty of the course is responsible for forwarding the internal marks to the students for the course. It is expected that:

- a) Faculty will be absolutely fair in evaluating the students. Any willful manipulation of student grades is seen as the most serious infraction of conduct rules.



  
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Academic/administrative committee work, warden ship, formal student counseling, etc.

- b) The grading shall be transparent. The faculty is expected to return to the students the graded scripts of quizzes, tests, and mid-semester examinations within a reasonable time.
- c) Evaluation / Assessment shall be prepared and maintained and submitted as per the guidelines of the institution.



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## ENVIRONMENTAL POLICY

The Avanthi Institute of Pharmaceutical Sciences (AIPS) reaffirms its commitment to actively contribute to the sustainable development of the nation and the promotion of sustainable technologies through its educational, research, consultancy, and extension programs. Our vision is for foster an environmentally conscious community that is resilient to climate change, and achieve this through the curricular, co-curricular, and extension activities.

In addition to academic pursuits, we actively engage in research and consultancy projects that focus on developing sustainable technologies and solutions. By fostering a culture of innovation and collaboration, we aim to address pressing environmental challenges and contribute to the development of a greener and more sustainable future,

To achieve our goals, we actively seek partnerships with industry leaders, government agencies, and environmental organizations. By collaborating with experts and sharing knowledge, we can amplify our impact and foster sustainable development both within and beyond our institution. Through our collective efforts, and aims to become a beacon of sustainability and serve as a model for other educational institutions. We firmly believe that by promoting sustainable practices and technologies, we can contribute to the overall well-being of society, protect our natural resources, and create a better future for generations to come.



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## ERP POLICY

Avanthi Institute of Pharmaceutical Sciences (AIPS) believes that the enforcement of the simple and automated approaches in the governance of the academic system. Various functions such as offering planning, development, administration, management of examinations play a vital role in the academic system and have been considered as separate modules. These functions involve a lot of data that is to be stored, handled, in a bold manner. One more aspect of this data is, it keeps on growing as the days add on one by one. So day by day organization of this data is required in a well-defined manner. For this purpose, each module has been assigned with a tool and many of these tools are designed and implemented in-house to facilitate ease of organizing data and storing in a well-defined manner. This makes retrieval of the data whenever required much simpler. Most of the functional bodies in the institution use the ERP system for providing e-governance. Transparency of everything done in the college is exhibited through ERP system. For security of the data, Avanthi Institute of Pharmaceutical Sciences (AIPS) ensures the each and every ERP tool used in the Institution is secured with a unique user ID and password and accessibility of the tools is restricted to limited users.

The Enterprise resource planning (ERP) of Avanthi Institute of Pharmaceutical Sciences (AIPS) consists of a portal: [www.aipsg.ac.in](http://www.aipsg.ac.in) that functions the smooth functioning of the academic activities of the college. These enable three types of users- Developer, Admin and Student to access the portal .Each user can access the portal only through User name and password.



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## AVANTHI FREESHIP & MERIT SCHOLARSHIP POLICY

### OBJECT

The objective of the scheme is to provide financial assistance to the Scheduled students studying at Avanti institute of Pharmaceutical Sciences to enable them to complete their education.

### SCOPE


These free ships are available for the students and are awarded based on evaluation of test result which is organized by Avanthi educational society. This is applicable to all the students who are currently beneficiaries of the scheme as well as fresh admissions. Merit scholarship scheme is to help meritorious students to complete their B. Tech without financial burden.

### Student Free ships Framework

At Avanthi Institute of Pharmaceutical Sciences, we follow a Unified Student Free ship Framework to ensure that the deserving candidates get the required financial assistance. The framework is approved under the following conditions:

1. Admissions through free ship will be offered on a first-come, first-served basis.
2. Admissions through free ships are limited up to 30% of the approved programme intake.
3. Once the 25% of seats are filled in a programme through free ships, despite qualifying for the free ship the student will not be entitled to the free ships.
4. For the free ships offered through various National and State Entrance Tests, the students are required to apply for AVANTHI FREESHIP AND MERIT SCHOLARSHIP INTERNAL POLICY and must attend the counseling for admission as per the schedule.
5. If a student is eligible for a free ship under more than one category through AVANTHI FREESHIP AND MERIT SCHOLARSHIP INTERNAL POLICY, National, and State Entrance Tests, then he/she will be awarded the highest percent of the free ships.
6. The free ships offered through AFT, National and state exams are applicable for the first year only. The same scholarship will be continued in the subsequent years of study based on the student performance.
7. After first year, and for the consequent years, the student must attain the attendance percentage >75 in previous academic year and maximum of 4 backlogs only considered to avail free ships



  
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Further, and they must clear all subjects and should not have more than two backlogs in the previous academic year.

Scholarship eligibility calculator:

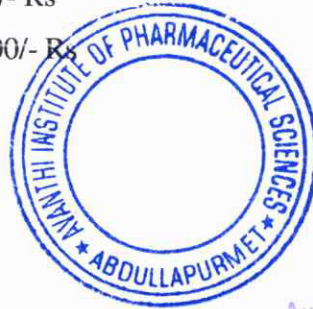
Scholarship percentage	TS EMCET Rank
>75%	101 - 1500
60% - 75%	2500 - 10000
40% - 60%	10000 - 15000
Upto 40%	15000 - 50000

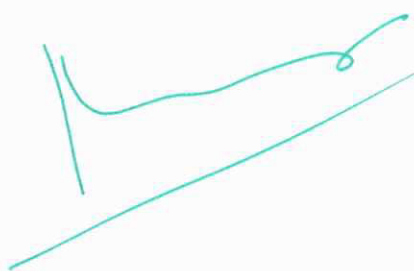
## STUDENT MERIT SCHOLARSHIP FRAME WORK

The merit scholarship will be provided for all First and Second TOPPERS of the students year wise and branch wise.

1. for 1<sup>st</sup> TOPPER awarded -5000/- Rs

2. For 2<sup>nd</sup> TOPPER awarded -3000/- Rs



  
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## DIVYANGAN POLICY AND INITIATIVES UNDERTAKEN

### Objectives of the Policy:

1. To create inclusive culture to avoid discrimination, exploitation and exclusion of Disabled Students and staff from all spheres of work and education.
2. To create a suitable regulatory mechanism for effective delivery of services to Disabled Students and Staff of the Institution.
3. To ensure implementation of all legislations with respect to persons with disabilities.

### Admission Policy for persons with disabilities:

1. Total reserved seats for persons with disabilities in all the programs are filled according to the guidelines given by PCI/University.
2. All the facilities, which are suggested by PCI/University, will be provided to the people with disabilities.


### Exam Policy:

1. The Institute shall make suitable arrangements for Divyangana Students to participate in the Examinations.
2. The examination will follow the guidelines issued by JNTUH, Hyderabad, in giving extra time or allotting Scribes.

### Facilities and Initiatives Undertaken:

The Institute has infrastructure facilities like Ramp, Wheel Chair, Blind stick, Scribes for the examinations and Disabled friendly washrooms. There is an inbuilt software system in MS office i.e. "Read to Text and Text to Read" for some Disabled persons and special training is given to the students who need it. Currently there are no Divyangana Students in the campus. If admitted in the future, then the institute will provide the other facilities required.



  
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## GRIEVANCES REDRESSAL MECHANISM


There exists the grievance redressal cell for staff and students, where a student or a faculty is having any grievances regarding academic and non-academic matters they can approach the Cell to voice their grievances. The cell redresses the grievances at individual and class level and grievances of common interest.

Grievances boxes are placed throughout the campus and a link also provided in the college website for the students/staff to air their grievances.

After the grievance is registered with the member secretary, depending upon the nature of the grievances, a matter is taken up over in the next meeting or in the emergency an ad-hoc meeting is called to discuss the matter. HOD/Principal/Director regularly attends to these on a daily basis. The person has been asked to present the affecting grievance in front of the committee and after due deliberations hearing is given in the matter.

The college assures students/staff that once a complaint is made, it will be treated with confidentiality. Besides there is an exclusive mechanism to address the issues relating to women and their grievances.



  
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## ANTI RAGGING POLICY

The institute has a transparent mechanism for timely redressal of student grievances including sexual harassments and ragging cases.

### Objective:-

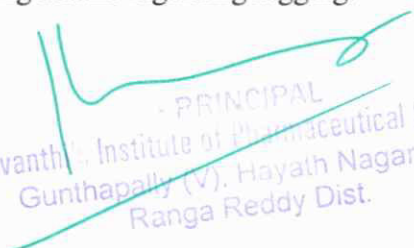
In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, PCI brings forth these Regulations.

### Definitions:-

- (a) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (b) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- (c) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

As per UGC and PCI norms, all students must know the following details regarding ragging.



  
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## **Ragging constitutes one or more of the following acts:**

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension there of if in fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generation a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act of abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participation in the discomfiture to fresher or any other student.
9. Any act that effects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.



  
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**Anybody indulging in any one of the above mentioned activities is liable for punishment as per UGC and PCI norms.**

## **Roles and Responsibilities of Anti-Ragging Committee**

- ✓ To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.
- ✓ To publicize to all students about prevalent directives and the actions that can be taken against those indulging in ragging.
- ✓ To consider the complaints received from the students and conduct enquiry and submit the report to the Anti-Ragging Committee along with punishment recommended for the offenders.
- ✓ Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- ✓ To conduct workshops against ragging menace and orient the students.
- ✓ To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- ✓ To offer services of counselling and create awareness to the students.
- ✓ To take all necessary measures for prevention of Ragging inside the campus.

## **Ragging Measures to Prevent ragging:-**

- ✓ It is clearly mentioned that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished
- ✓ Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.
- ✓ Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly fresher's, to reach out for help from teachers, parents and Institution authorities.



  
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## **Mechanism:-**

### **Anti-ragging Committee:**

a) Every Institution/University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.


b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti- Ragging Squad in prevention of ragging in the institution.

### **Anti-Ragging Squad:**

a) Every Institution/University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

b) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.



  
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c) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

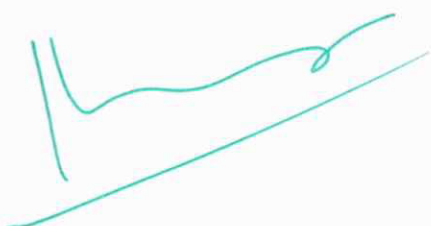
#### **Punishments In The Event of Ragging:-**

- a. Cancellation of admission.
- b. Suspension from attending classes.
- c. Withholding/withdrawing scholarship/fellowship and other benefits.
- d. Debarring from appearing in any test/examination or other evaluation process

Withholding results.

- e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f. Suspension/expulsion from the hostel.
- g. Rustication from the institution for period ranging from 1 to 4 semesters
- h. Expulsion from the institution and consequent debarring from admission to any other institution.
- i. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.



  
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## POLICY DOCUMENT ON ENVIRONMENT AND GREEN CAMPUS

**“Earth provides enough to satisfy every man’s need, but not every man’s greed”**

**-Mahatma Gandhi**

Avanthi Institute of Pharmaceutical Sciences bequeath a clean and ecologically pleasant, campus, where ecofriendly teaching and activities work together to foster sustainable and environmentally friendly behavior. The Green Campus concept allows the institution to take the lead in the regeneration of environmental culture by promoting environmental ideals amongst students and faculty. All problems solving strategies must be used in order to create true change.

### Objectives:

- ✓ The institute has taken several measures for planting and to make Green Campus. 50% of total area is covered with trees and lawns. A number of trees exist at different places in the college.
- ✓ Energy conservation Placards conveying the importance of the energy conservation are made visible all over the college campus to create awareness among the staff and students on energy conservation.
- ✓ The institute propagates the importance of energy conservation by intimating staff and students to turn off the fans and lights in hostel and college whenever not needed.
- ✓ Proper supervision is carried out by concerned authorities (single switch is used to switch off classroom power supply for fans and light points). Awareness programmes are also conducted.
- ✓ Periodically for elaborating the importance of water resources students are advised to close the tap water whenever not needed.



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## Green Campus Initiatives are as follows:

### Energy Consumption:

Energy saved is the Energy Generated. To reduce energy consumption, the institute practices to electrical appliances

- a. Turn off the things when not in use
- b. Use LED light bulb

### Renewable Energy:

Solar energy is the cleanest and most abundant renewable energy source. The Institute promotes solar energy; the stake holders are encouraged for promoting and adopting renewable energy.

### Conserve Natural Resources:

The Institution believes in sustainable natural resources conservation and it is a process of rational use and skillful management and preservation of the natural environment with all its resources.

The trees like mango, neem, and coconuts are preserved. Since its inception the institute, students and staff actively participate to make the learning environment pollution free in tree plantation activities.

### Restricted Entry of Automobiles:

The institute encourages the staff and students to use the vehicles with pollution check stickers in order to reduce environmental pollution. Vendors are restricted to enter the college. Campus using automobiles and are asked to park their vehicles in the entrance.

The college operates a fleet of buses covering each corner of Visakhapatnam to facilitate the students and staff. The institute encourages the staff and students to use the college transport instead of their own vehicles for safety, security, fuel conservation and to reduce environmental pollution. The college buses are checked for pollution by the authorized agency. The vehicles owned by faculty or students with pollution check stickers are permitted into the campus. Random checks are made to check the validation and periodicity of this certificate. For two wheelers or four wheelers, security measures are made mandatory.



  
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## **Pedestrian Friendly Pathways:**

Vehicle parking space is provided at the main entrance of the college campus. As the campus is vehicle free with some exceptions, students and staff experience comfort walking through the pedestrian friendly pathways. The internal roads are lined with trees and they are properly maintained by the campus maintenance committee.

## **Use of Bicycles or Battery Powered vehicles:**

College provides Battery powered E-Vehicle to transport the physically challenged students and senior citizens related to the students to the various departments due to restriction of the outside vehicles and cars into the campus to support the green campus initiatives

## **Ban on use of plastic:**

We understand the serious impact of plastic on environment and thus the use of single time usable plastic bags/bottles are prohibited in the campus. In this regard, the caution boards are placed at various locations in the campus. The eco club properly spreads awareness in this regard and monitors the people to restrict the use of single time usable plastic bags/bottles. We are also working on less-paper policy and we try to avoid the printouts which can be managed through soft copies or. Most of the notices/instructions are shared with staff members in soft copies only via e- mail or official what's App group. 1, if we need to take printout for internal work, we utilize the blank side of papers which are printed only one side.

## **Landscaping with trees and plants:**

We believe in promoting a society which: cares to protect, preserve and conserve. Realizing the importance of sustainable development many activities are undertaken to make the campus environmentally friendly and students sensitive to the ecological issues. Some activities include the introduction of eco-friendly paper cups in the cafeteria. The groundwater is recharged using a water recharge well. The College has a compost pit in which organic matter is converted in manure. Constant efforts are taken to minimize waste generated in the labs. We have gone paper free by introducing an online application process. For student admissions s

- ✓ Promoting the soul 'Swatch Bharat' on grounds through including the understudies and the staff in Swatch program.
- ✓ The College campus is lush green campus with a large number of plantations. The campus is also a plastic free campus and mostly paper cups and other alternative



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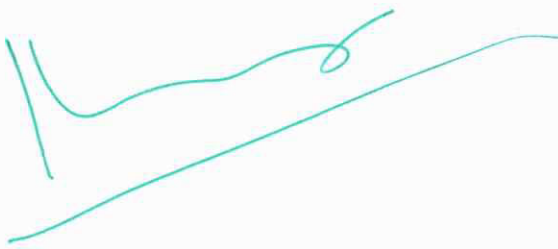


materials are used instead of plastics.

## Waste Management:

- ✓ Solid waste includes both biodegradable and non-biodegradable components. Different types of waste generated in the college campus are disposed off in a proper way by repurposing as well as with the help of private agencies those who collect the waste for the purpose of recycling. The non-biodegradable solid waste generated in the campus includes paper, metal cans, bricks, wood and other items.
- ✓ Bio-degradable waste includes food waste, vegetable peels, leaves etc. The non-biodegradable waste and biodegradable wastes are collected into trash bins separately. To reuse and recycle the solid waste by creating dustbins, compost plants, paper plates, cups. Usage of plastic is strictly prohibited. The campus dry waste in the campus is sent to the private agencies for recycling.
- ✓ Food waste from the campus is sent to the nearby dairy farms. Wood waste is reused by adding the wood sticks into mud pottery. The Brick Waste is reused by leveling it off with a retaining wall constructed of stacked bricks. Many awareness programs were conducted in the college to avoid the use of plastics.



  
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## MAINTENANCE POLICY

### INTRODUCTION:

Avanthi Institute of Pharmaceutical Sciences own and operative infrastructure to deliver its teaching, learning and research programs. The institute has structured system for maintenance and utilization of class rooms, computers and laboratories in the campus to ensure effective usage of the existing infrastructure facilities. The physical facilities are maintained by the maintenance team, which comprises skilled faculty for supervision and lab technician for service from Pharmacy Department. The maintenance team is responsible for the uninterrupted power supply, maintenance of equipment like general lighting, power distribution system, solar panels, water pumps, etc., the request for maintenance is initiated through the service request form available, through which the particulars about the nature of maintenance is informed to the authorities for corrective action. After getting approval for the request, the maintenance team attends, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers, if the service does not come under guarantee/ warranty/free service period, quotations are received from the supplier as well as from two other companies. Competitive statement will be prepared and submitted to the principal with the recommendations of the respective HOD. The maintenance team members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by the house team and available during day time in all working days Roadside service and breakdown coverage services are undertaken by external services. Cleaning of vehicles, air filling and small repairs are undertaken by the transport department inside the college.



  
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## MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department faculties and lab assistants. The in-charge and lab assistants take care of their respective laboratories.

### Class Room Maintenance:

1. Adhoc Maintenance: Maintenance of the Electrical Items and Furniture are done in the following order.

- A. Service Request Send to
- B. HOD
- C. Principal
- D. Maintenance Team
- E. Work Carried Out
- F. Feed Back after Service.

2. **Regular Maintenance:** Maintenance of the Floor Cleaning and Furniture Cleaning.

- a. Housekeeping maintenance Report
- b. Building in Charge
- c. Maintenance Team
- d. Principal

## MAINTENANCE AND UTILIZATION OF LIBRARY

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents.

The following steps need to be taken:

Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding. Shelves should not be fully packed. A too-fully shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat. Dust should not be allowed to deposit on the documents the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. Proper pest management is done to minimize the problems causes by insects. Proper cleaning, fumigation and exposure to



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sunlight to the documents are done to reduce the effect of insects in the library. Repellents are used to save materials from Rats. Vacuum should be done regularly and carefully. Magnetic discs or documents containing disc should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air- conditioners, etc. such material should be kept in dust -free temperature and humidity controlled room.

### MAINTENANCE OF COMPUTING FACILITIES

The Pharmacy department and maintenance team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, antivirus and up gradation is undertaken by the team of technicians coordinated by the system administrator. To minimize-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and Wi-Fi are maintained by system administration department of the college.

The following are the steps to maintain the computers, servers, and scanners.

- ✓ Problem identification
- ✓ Service Request send to
- ✓ HOD
- ✓ Principal
- ✓ Maintenance Team
- ✓ Rectified: If yes : Feedback after service

If no: External service carried out.

### MAINTENANCE OF LABORATORIES EQUIPMENT

The respective faculty members, lab assistants and service personnel are given responsibility to maintain the equipment's under their preview. Stock registers, maintenance registers and log books are maintained in the respective laboratories to report entries and defects arising for rectification. The lab assistants are provided training to maintain the equipment by the HODs time to time enhancing their technical skills.



  
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### MAINTENANCE OF MACHINE AND EQUIPMENTS

1. Regular Maintenance: Cleaning of machines/ equipment and monitoring for working status.
2. Break down Maintenance:
  - a. Problem identified
  - b. Service request send to
  - c. HOD
  - d. Principal
  - e. Maintenance Team
  - f. Rectified: If yes :  
Feedback after servicelf  
no: External service  
carried out

### MAINTENANCE OF OTHER AMENITIES

Reverse Osmosis (RO) Consumables, membranes, filter and chemical which are to be replaced/ recharged is covered within the annual maintenance contract made with the company, Cleaning of the tank is done once in three months to prevent fouling smell and deterioration/impairment in the taste of the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under maintenance of supplier and in-house technicians. Regular maintenance of water coolers and air conditioners are done by the in-house team and major repairs are attended from external service providers. The tanks of the water coolers, filters and outdoor units of air conditioners are cleaned every month. Fires extinguishers are installed in various blocks are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers.



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### **ANNUAL STOCK CHECKING**

Annual stock checking of furniture, lab equipment, and stationary and reporting of repairs is done by lab in charges as a year ending activity and reported to the administration.

### **DAY-TO-DAY EMERGENCY MAINTENANCE**

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing waterleakages. Leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairs locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the team members.

### **Policy for purchase of desktop computer systems**

The desktop computer systems must be purchased as standard desktop system bundle and must be from reputed companies such as HP, DELL, and Lenovo etc.

The desktop computer system bundle must include:

Desktop tower, Monitor screen sizes, Keyboard and mouse, Windows OS The minimum capacity of the desktop must be:

2GHz —Gigahertz processor, 2GB RAM, 3 USB ports.

Any change from the above requirements must be verified by system administrator. All purchases of desktops must be supported by 3 Years warranty. All purchases for desktops must be in line with the purchasing policy of the Institute.

### **Purchasing Servers:**

Procurement of Servers by calling Quotations and release of Purchase Order based on recommendations of Purchase Committee.

Server systems must be compatible with all other hardware in the Institute. All purchases for server must be supported by 3 years warranty.

All purchases for server must be in line with the purchasing policy of the Institute.

### **Purchasing computer peripherals**

Computer system peripherals include printers, scanners, external hard drives etc.



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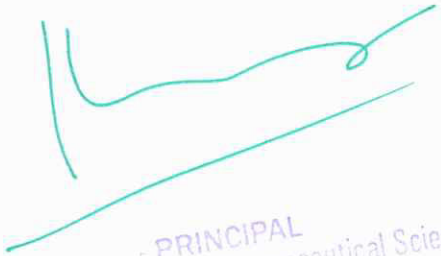


Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals or when need to be replaced with defect / damaged for the systems under service/repair.

All purchases of computer peripherals must be supported by 6 months/ 1 year warranty and be compatible with AIPS other hardware and software systems.

Any purchases for computer peripherals must be in line with the purchasing policy of the Institute.



  
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## STAFF WELFARE POLICY

Employee welfare encompasses all actions taken beyond salary payment to enhance the comfort and intellectual or social well-being of staff members. Simply put, it refers to "the efforts to make workmen's lives worth living." In order to improve the working conditions of employees, a range of services, facilities, and amenities are offered.

### Staff Welfare Committee:

- AIPS has a Staff Welfare Committee that handles all matters pertaining to the welfare of its employees.
- The Institute has consistently prioritized the overall growth and well-being of its teaching and non-teaching staff.
- The purpose of the Staff Welfare Committee is to promote the general well-being of employees through the implementation of various welfare programs.
- The committee also acts as a conduit for communication among employees.

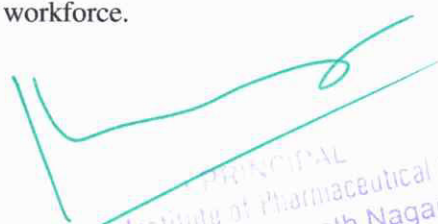
### A. Statutory-

- The qualifying female staff members receive maternity benefits.
- A gratuity is given in accordance with the rules.
- Every employee of the institute has access to a Mediclaim facility.

### B. Leave, Healthcare, Professional Support-

- Special Study leave for Exam, Ph.D. work.
- Employees are entitled to five days of special leave in the event that a blood relative passes away.
- Marriage Leave -07 days to the respective staff member.
- Staff members are given financial support in an emergency.
- Separate place for Canteen and café is offered to the workforce.
- Rest room and sick room for the staff.
- Indoor sport facility.



  
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- All employees of the institute have access to a Mediclaim facility.

## **Following are some welfare practices for teaching as well as Non-teaching Staff of Avanthi Institute of Pharmaceutical Sciences**

Employee welfare is to help employees grow as individuals and create a more productive workforce. Welfare programs give the company a productive, wholesome, devoted, and contented workforce. By providing these amenities, employers can improve employee satisfaction and raise living standards.

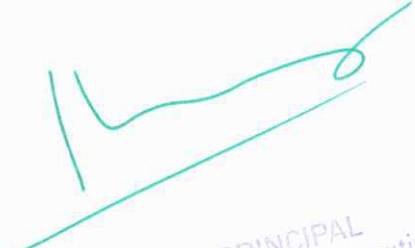
### **Teaching:**

- Research incentives & Deputation to conferences
- Organizing professional and personality development trainings.
- Time Off for Study
- Fee concession policy for the wards

### **Non-teaching Staff**

- The wards' policy about fee concessions;
- Professional and personality development trainings;
- Awards for deserving performance



  
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## PERSPECTIVE PLAN OF THE INSTITUTION

The organization is working toward the accomplishment of its vision, purpose, and core values through a long-term strategic perspective plan that calls for ongoing progress. Stakeholders and different academic and administrative authorities provide input on the strategic plan, which is then implemented and reviewed periodically.


The field of technical education will face previously unheard-of opportunities and problems in the new millennium. Through the creation of trained labor, increased industrial productivity, and improved quality of life, technical education is essential to the nation's human resource development. A vast range of programs and specializations are covered by technical education. It is crucial that faculty members have a research and innovation mindset in order to keep themselves up to date on cutting edge technology. This organization is excited to provide faculty training to support their innovative and research endeavors.

### **A.Improvement in quality Technical Education:**

The institute wants to work with universities and other international educational institutions to enhance its Teaching-Learning Process and Research, with the goal of improving the quality of Technical Education. The following areas are where the Institute hopes to strengthen its partnerships with reputable universities and educational institutions: Students exchange, Faculty exchange and Collaborative Research.

1. The institution uses an experimental and demonstrative teaching and learning process to provide skill-based education.
2. To provide teachers with pedagogy and pertinent technical knowledge training so they can further hone their teaching abilities and stay up to date on the most recent advancements.
3. To get academic autonomy, this will allow the institute to create a curriculum that meets industrial demands.
4. To take part in national surveys and rankings in order to get better rankings and gain national exposure and recognition.



  
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**B. Collaboration to impart Skill-based Education:**

The institute works with industries, reputable institutes, universities, and research groups to provide skill-based education in the future.

**Institution Strategic Plans:**

1. Accreditation & Ranking
2. Teaching and Learning
3. Research and Development
4. Alumni Interaction
5. Industry Interaction / Collaboration
6. Student's development and participation
7. Staff development & welfare
8. Entrepreneurship
9. Library, ICT and Physical Infrastructure / Instrumentation



  
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**PERSPECTIVE PLAN**

**For The Next Five Years**

1	<b>Accreditation and Ranking</b>	<ul style="list-style-type: none"> <li>✓ NAAC accreditation with A++ Grade by 2024</li> <li>✓ Autonomous status by June 2024</li> <li>✓ NIRF ranking (Within top 100 Pharmacy Institutes by 2025)</li> </ul>
2	<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>✓ Pedagogical Innovation-to be encourage and introduce in teaching learning</li> <li>✓ Development of teaching plan as per OBE</li> <li>✓ Preparation of Lesson Plan based on CO &amp; PO mapping</li> <li>✓ Development of e- learning resources</li> <li>✓ Promote research culture &amp; facilities</li> <li>✓ Provide mentoring and personal support</li> <li>✓ Continuous assessment to measure outcomes</li> </ul>
3	<b>Research and Development</b>	<ul style="list-style-type: none"> <li>✓ Dedicated R &amp;D facilitation Centre</li> <li>✓ Establish and develop Laboratories with more research facility</li> <li>✓ Fund generation through Project proposals</li> <li>✓ Apply for Government/Non-Government industry, sponsored funds</li> <li>✓ Collaborations with Government &amp; Private Institutes, Universities and Research Organizations</li> <li>✓ Applying for patent</li> <li>✓ Students research paper publication/ presentation in Journal/ Conference from each department to be increased.</li> <li>✓ More Initiatives should be taken to encourage the students for Start-ups and entrepreneurship.</li> <li>✓ Faculty members to be involved in consultancy work using their own expertise.</li> </ul>
4	<b>Alumni Interaction</b>	<ul style="list-style-type: none"> <li>✓ Data base creation, Regular interactions with alumni and networking</li> <li>✓ Recognition of successful alumni</li> <li>✓ Leverage for guest lecturers/internships/placements/training/ entrepreneurship</li> <li>✓ Exploring Contributions</li> <li>✓ Sponsorships/scholarships/fund generation</li> </ul>
5	<b>Industry Interaction / Collaboration</b>	<ul style="list-style-type: none"> <li>✓ More no. of MOUs with industries</li> <li>✓ Support for internships, visits, trainings, guest lectures</li> <li>✓ Identifications of industry needs and advice on Curriculum for extra courses apart from curriculum.</li> </ul>



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		<ul style="list-style-type: none"><li>✓ Providing opportunities for Industry based/sponsored projects</li><li>✓ Providing career guidance.</li></ul>
6	<b>Student's development and participation</b>	<ul style="list-style-type: none"><li>✓ Budget allocation for student development</li><li>✓ Students Trainings &amp; Placement Activities</li><li>✓ Formation of student council</li><li>✓ Student's representation in various committee and cell</li><li>✓ Participation in competitions</li><li>✓ Organizing competitions</li><li>✓ Rewards &amp; recognitions of achievers</li><li>✓ Participation in extracurricular activities</li><li>✓ Participating in social and welfare activities</li></ul>
7	<b>Staff development and welfare</b>	<ul style="list-style-type: none"><li>✓ Recruitment Policy formation &amp; implementation</li><li>✓ Staff performance evaluation system</li><li>✓ Staff Training for quality improvement</li><li>✓ Best possible work facilities &amp; infrastructure facilities</li><li>✓ Staff welfare policy implementation</li><li>✓ Career advancement schemes &amp; Rewards, recognitions and incentives</li><li>✓ Deputation for seminars, conferences and workshops etc.</li><li>✓ Sponsorship/ Motivation for qualification improvement</li><li>✓ Support for research, consultancy, innovations</li></ul>
8	<b>Entrepreneurship</b>	<ul style="list-style-type: none"><li>✓ MOUs with organizations for entrepreneurship development</li><li>✓ Providing training &amp; guidance for entrepreneurship development</li><li>✓ Bringing more experts of the field for seminar, lecture, workshop for entrepreneurship development</li><li>✓ Promoting, sponsoring and facilitating entrepreneurship development.</li></ul>
9	<b>Library, ICT and Physical Infrastructure / Instrumentation</b>	<ul style="list-style-type: none"><li>✓ Infrastructure building development &amp; modification</li><li>✓ More number of Subscription of E-Journal &amp; E-books</li><li>✓ Library infrastructure development.</li><li>✓ Modernize all class room sand laboratories to save power.</li><li>✓ Smart Class rooms, Tutorials, Seminar halls</li><li>✓ Modernization of Laboratory &amp; equipment</li><li>✓ Library infrastructure up gradation</li><li>✓ System up gradation</li></ul>



  
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	<ul style="list-style-type: none"><li>✓ Functional facilities for e-learning</li><li>✓ Safety &amp; Security management</li><li>✓ Medical facility</li><li>✓ Developing sports (indoor/outdoor) facilities</li><li>✓ Plantations</li><li>✓ Renewable Energy usage</li><li>✓ Hygiene, zero plastic &amp; green campus</li><li>✓ Recycling of water</li></ul>
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### SHORT-TERM OBJECTIVES:

- To attain consistently high educational standards.
- To train students at the graduate level into professionals to fulfil the requirements of the industry in students.
- Cultivate close ties with the industry to pass the benefits of their knowledge and Experience to the research work of the institute.
- To upgrade faculty knowledge by organizing faculty development program or by sending them to various quality improvement programs as well as by providing industrial exposure.
- To provide exposure to global knowledge via e-learning resources.

### LONG-TERM OBJECTIVES

- To be centre of academic excellence.
- To inculcate the research culture and strength it by applying for research grants from various funding agency to enhance the quality of research. Short term goals:
- To attain consistently high educational standards.
- To Train students at the graduate level into professionals to fulfil the requirements of the industry in students.
- Cultivate close ties with the industry to pass the benefits of their knowledge and Experience to the research work of the institute.
- To upgrade faculty knowledge by organizing faculty development program or by sending them to various quality improvement programs as well as by providing industrial exposure.
- To provide exposure to global knowledge via e-learning resources.



  
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## STRENGTH

- Reputable organization with eighteen years of track record
- Visionary leadership
- 'B++' accredited by NAAC for a period of five years in 2018.
- Recipient of Swatch Bharat Award
- Institution certified to ISO 9001:2015 quality management systems. Valid till 2026
- Involvement of students in all administrative, academic, and decision-making organizations.
- A culture of participation in the workplace & Delnet/JGate facilities
- Knowledgeable and skilled Staff with a high retention rate
- Extension initiatives via the NSS
- Alumni who have settled down all across the world
- Robust brand recognition in two Telugu states with a 14-institute network
- Robust placement cell having a stellar placement history
- Facilities with ICT-enabled classrooms
- Accommodations for Staff and Students
- Partnered with Telangana Academy of Skill & Knowledge



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## WEAKNESS

- Being an affiliated institution, it limits academic flexibility.
- Limited financing is available for sponsored research and development.
- There aren't many postgraduate programs, and the number of PG students admitted is rather low.
- Challenges to draw big MNCs for campus postings of Packages more than 10 LPA. .
- While overcoming linguistic hurdles, students from rural areas are working hard to meet national and international standards in technical education.

## OPPORTUNITIES

- Startups and tech-driven businesses can emerge from the establishment of an ecosystem that fosters student creativity and entrepreneurship.
- Seeking autonomy as an institution under the auspices of JNTU Hyderabad and UGC New Delhi.
- To engage in cooperative and connecting efforts with the public and private sectors
- To increase the Innovation Cell's and EDC's activities
- The college's location will maximize the chance to serve a greater number of students with rural backgrounds.
- Fostering an entrepreneurial culture among students by putting awareness-raising, capacity-building, and sensitization programs into practice.



  
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### CHALLENGES

- Attract and hold onto highly skilled teachers.
- Excessively long wait times for government student fee receipts for scholarship recipients thereby limiting the institution's expansion.
- Creating an environment that supports creativity, research, and start-ups.
- Keeping the admissions rate at predetermined levels despite rising competition
- Drawing students from other states and high rankers in order to foster a culture of competition.
- Teaching rural kids in accordance with business requirements.
- Enhancing the caliber of student work
- The rapid advancement of technology may require more personnel and equipment.



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## Various Committees/Cells/Clubs and their responsibilities:


For administrative convenience a number of committees/Cells/Clubs have been constituted to look into various aspects of the college administration, development and student & staff affairs.

The list of such committees is mentioned here:

### Various Committees

S.NO	COMMITTEE
1	IQAC COMMITTEE
2	ANTI – RAGGING COMMITTEE
3	DISCIPLINARY COMMITTEE
4	GRIEVANCE REDRESSAL COMMITTEE
5	SC / ST COMMITTEE
6	RESEARCH AND DEVELOPMENT COMMITTEE
7	EXAMINATION COMMITTEE
8	EXTRA CURRICULAR AND SPORTS COMMITTEE
9	ALUMNI COMMITTEE
10	COLLEGE ACADEMY COMMITTEE
11	ADMISSION COMMITTEE
12	LIBRARY COMMITTEE
13	WOMEN PROTECTION CELL
14	COLLEGE DEVELOPMENT COMMITTEE
15	TRAINING & PLACEMENT COMMITTEE
16	NATIONAL SERVICE SCHEME (NSS) COMMITTEE
17	CAREER GUIDANCE COMMITTEE
18	STORES AND MAINTENANCE COMMITTEE
19	ENTREPRENEURSHIP DEVELOPMENT CELL
20	INDUSTRY – INSTITUTE INTERACTION COMMITTEE
21	MINORITY CELL
22	OBC CELL
23	INTERNAL COMPLIANT COMMITTEE



  
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## Functions & Responsibilities of Various Committees:


### **Internal Quality Assurance cell**

Internal Quality Assurance Cell (IQAC) aims at continuous enhancement of quality in teaching-learning process. Internal quality cell is headed by the IQAC coordinator appointed by the Principal

### **Functions & Responsibilities:**

- ✓ Keeping the vision of the institution in view the cell advises on the following issues.
- ✓ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- ✓ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- ✓ Optimization and integration of modern methods of teaching, learning and evaluation.
- ✓ Introduction of Add-on Courses.
- ✓ Welfare schemes for staff and students.
- ✓ Research and consultancy.
- ✓ Promotion of culture and Heritage of India.
- ✓ Organizing seminars, conferences and workshops at different levels.
- ✓ Extension and up gradation of Classrooms and Laboratories.



  
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### Composition of the Internal Quality Assurance Committee

S.No	Position	Name of the faculty	Designation
1	Chairman	Dr. K. Balaji	Principal
2	Coordinator	Dr. Nihar Ranjan Das	Vice Principal
3	Member	Dr. Y. Jaya Pradha	Director
4	Member	Mr. I. Sravan kumar	Member of GB
5	Members	Dr. M. Rama krishna	HOD
		Dr. B. Manjula	HOD
		P. Nagaraju	Asso. Prof
		Ms. T. Madhuri	Asst. Prof
6	Industry Members	Dr. Praba Shankar	Chairman & Managing Director Leads Pharma Pvt Ltd.
7	Senior Administrative Officers	Mr. N. SaiRam	Administrative Officer
8	Nominee from Local society	K.Venkatesh	Sarpanch, Gunthapally Village
9	Nominee from Alumni	MALVIKA	ANALYST-APOLLO HOSPITAL,JUBLEEHILLS,HYD
10		ANISH KUMAR DAS	CRA-BANGLORE
11	Nominee from Students	K. Sandeep	21GN1R0022


### College Academic Committee

Academic committee is centralized (Institute level) committee responsible for regulating and implementing different academic activities and it is headed by Convener along with all Heads of the Department and the representative from each department acts as Departmental Academic Coordinator is the member of Academic Committee.

### Functions & Responsibilities:

The followings are the duties of the academic committee in order to enhance the efficiency of learning and teaching process.



  
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- ✓ To review advice on and develop policies on assessment for learning, teaching and learning quality.
- ✓ To review and formulate policies to enhance students' learning motivation.
- ✓ To review and advise elective subjects to be offered by the concern departments
- ✓ To review and formulate policies to cater for student diversity.
- ✓ To monitor and following up students learning outcomes.
- ✓ To introduce and promote different teaching methods.
- ✓ To set up academic reward systems.
- ✓ To promote academic activities and creating an atmosphere of learning.
- ✓ To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
- ✓ To help and support the teachers development through holding different professional development activities and orientations.
- ✓ Issuing the guidelines to the departments to organizing guest lectures by esteemed personalities from the industry and conducting workshops, organizing events for the improvement of the student's academics and knowledge.
- ✓ Encouraging and enhancing the teaching efficiency through the appraisal system.
- ✓ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ To request the Governing body to encourage the best students with scholarships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- ✓ Perform other functions as may be assigned by the Governing Body.



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### Composition of College Academic Committee

S.No.	Name of the Faculty	Designation
1	Dr. K. Balaji, Principal, AIPS	Chairperson
2	Dr. Y. Jayapradha, Director – HR	Member
3	Dr. Nihar Ranjan Das, Vice Principal, AIPS	Member
4	Dr. M. Rama Krishna, Associate Professor and Head, Dept. of Pharmacy	Member
5	Dr. B. Manula, Associate Professor and Head, Dept. of Pharm D	Member
6	Mr. K. Anil Kumar	Member
7	Mrs. G. Swapna	Member

#### Anti-Ragging Committee:

Anti – Ragging committee is one of the key committee that will be involved in designing strategies and action plan for curbing the Menace of Ragging in the institute by adopting an array of activities.

#### Functions & Responsibilities:

- ✓ Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
- ✓ Ensuring compliance with the provision of UGC regulation 2009 at the institute level
- ✓ Appoint Anti-Ragging Squads in the institution monitor and oversee the performance of Anti-Ragging Squads in prevention of ragging in the institution creation of cordial atmosphere.
- ✓ To take appropriate action in case an incident of ragging is reported by Anti- Ragging Squad of the institute in case of need, reporting to the nearest police station

#### Anti-Ragging Committee Action Procedure

- a. Anti-Ragging Squad will immediately inquire and report any incidence of



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- ragging or abetment of ragging noticed by them immediately to the head of the institute and also to the Anti-Ragging Committee.
- b. Immediate action as per the situation will be taken by the Institute Anti Ragging Committee which may include:
- i. Immediate suspension of involved students
  - ii. Sending reinforcements or any help if required.
  - iii. Forwarding the report of the incident to the Anti-Ragging Committee of the University.
- c. The Anti-Ragging Committee will examine the report and recommend appropriate punishment to University Anti Ragging Committee for approval (Reporting of the matter to the Civil Police or District Administration or lodging of complaint/FIR will not be done without the approval of University Anti Ragging Committee).
- d. If any incident, even minor is reported, in addition to action taken with regard to that incidence the anti-Ragging measures will be reviewed and strengthened with immediate effect.

### Composition of Anti-Ragging Committee

S.NO	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	Dr.Y.JAYAPRADHA	H.R DIRECTOR	MEMBER SECRETARY
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	CO – ORDINATOR
4	Dr. M. RAMAKRISHNA	HOD	MEMBER
5	B. MANJULA	HOD	MEMBER
6	G.SWAPNA RANI	ASSOCIATE PROFESSOR	MEMBER
7	T.MADHURI	ASSOCIATE PROFESSOR	MEMBER
8	S.SWATHI	ASSISTANT PROFESSOR	MEMBER
9	B. SURESH KUMAR	ASSISTANT PROFESSOR	MEMBER
10	G. SRINIVASA RAO	PRO	MEMBER
11	P. PRANAY	STUDENT	MEMBER



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## Training & Placement committee:

The Training & Placement Committee shall be primarily responsible for the activities related with campus placements.

## Functions and Responsibilities:


The responsibilities and functions shall include (but not limited to) the followings.

- ✓ To build confidence in students and develop right attitude in them
- ✓ Organize Various Training Programs to train the students in the areas of Quantitative Aptitude, Logical Reasoning and Verbal reasoning through the reputed external training organizations and in-house trainers.
- ✓ To plan and implement a mechanism for organizing various placement activities so as to provide placements to all the eligible candidates.
- ✓ To device and implement mechanism to liaison with good companies for recruitment of the students.
- ✓ To organize pool campus drive in campus or off campus.
- ✓ To work out and execute any other activity related with the placement of the students.

## Composition of Training and Placement Cell

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE
1	DR. K. BALAJI	PRINCIPAL	CHAIRMAN
2	V. ANUDEEP	ASSISTANT PROFESSOR	MEMBER SECRETARY
3	DR. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
4	DR. B. MANJULA	ASSOCIATE PROFESSOR	MEMBER
5	DR. M. RAMAKRISHNA	ASSOCIATE PROFESSOR	MEMBER
6	A.V. PAVAN	ASSISTANT PROFESSOR	MEMBER
7	G. SWAPNA	ASSISTANT PROFESSOR	MEMBER



  
Principal  
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## IIC (Industry Institute Interaction Cell):

IIPC (Industry Institute Interaction Cell) objective is to develop of a strong technical workforce that would bridge the gap between industry requirements and academic orientation.


## Functions & Responsibilities:

- ✓ To offer courses on the latest developments in engineering and technology to practitioners.
- ✓ To encourage industry and organizations for placement and training of students in industries.
- ✓ To conduct industrial training and industrial visit for the students and faculty.
- ✓ Motivate the young executives to become successful entrepreneur.

## Composition of Industry Institute Interaction Cell

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER SECRETARY
3	Dr. M. RAMAKRISHNA	HOD	MEMBER
4	B.MANJULA	HOD	MEMBER
5	A.SHAILAJA	ASSOCIATE PROFESSOR	MEMBER
6	MARTHI SWATHI	ASSISTANT PROFESSOR	MEMBER
7	P. LAVANYA	ASSOCIATE PROFESSOR	MEMBER
8	P.KAVITHA	ASSOCIATE PROFESSOR	MEMBER



  
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### **Grievance Redressal cell:**

The main objective of the Grievance Redressal Committee is to provide simple, smooth and readily accessible procedure for prompt disposal of the day to day genuine grievances of the student and faculty community to maintain a compatible atmosphere at institution level.

The committee proactively gives an opportunity to everyone in Avanthi Institute of Engineering & Technology to be listened to so that any feeling of injustice is sorted out promptly.

### **Functions & Responsibilities:**

- ✓ The function of the cell is to look into the complaints lodged by any student/faculty, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- ✓ Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- ✓ In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box which are placed at different locations in the institution
- ✓ . The cases will be attended promptly on receipt of written grievances from the students/faculty. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- ✓ Use positive, friendly ways to resolve the crisis than punitive steps, which disturb the system
- ✓ Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible.
- ✓ The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.
- ✓ The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



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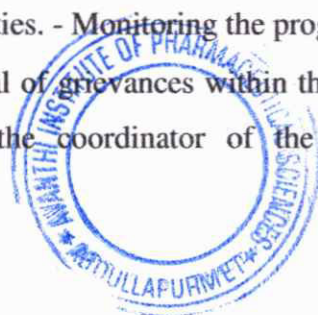
## Composition of Grievance Redressal Cell

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION in COMMITTEE
1.	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	Dr. Y. JAYAPRADHA	H.R.DIRECTOR	MEMBER SECRETARY
2.	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER
3.	Dr. M. RAMAKRISHNA	HOD	CO-ORDINATOR
4.	B.MANJULA	HOD	MEMBER
5.	P. LAVANYA	ASSOCIATE PROFESSOR	MEMBER
6.	G.SWAPNA RANI	ASSOCIATE PROFESSOR	MEMBER
7.	T.MADHURI	ASSOCIATE PROFESSOR	MEMBER
8.	R.ASHOK KUMAR	ASSISTANT PROFESSOR	MEMBER
9.	G. SRINIVAS RAO	PRO	MEMBER
10.	E.AVINASH	STUDENT	MEMBER

### SC/ST committee

The committee consists of one senior faculty, faculty from each department and student members Responsibilities:

- Encouraging the SCs/STs employee/student to express their grievances freely and frankly without any fear of being victimized.
- Entertain written signed complaints and petitions of SCs/STs students/staff in respect of matters directly affecting them individually or as a group
- Ensure grievances are registered and acknowledged promptly through a unique fileidentification number for future reference.
- Enquiry into the grievances, making recommendations, and reporting to the concerned authorities. - Monitoring the progress of disposal of the grievance
- . Ensuring disposal of grievances within the time frame. If unsolved within the time frame the coordinator of the committee will report to the



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ombudsman of the university.

- Dealing with every grievance in a fair manner. - Ensuring a reasoned and an optimistic reply for every grievance rejected.
- Recommending appropriate action against complainant, if allegations made in the documents are found to be baseless. - Collection of the feedbacks from the complaint. - Monitoring the publication of annual report.

### Composition of SC/ST Committee

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER SECRETARY
3	Dr. M. RAMAKRISHNA	HOD	MEMBER
4	P. NAGARAJU	ASSOCIATE PROFESSOR	COORDINATOR
5	P.LAVANYA	ASSISTANT PROFESSOR	MEMBER
6	K. USHA	ASSOCIATE PROFESSOR	MEMBER
7	K.SHAILAJA	ASSISTANT PROFESSOR	MEMBER
8	Dr. RAVI NAYAK	ASSISTANT PROFESSOR	MEMBER
9	YALA MADHU	STUDENT	MEMBER

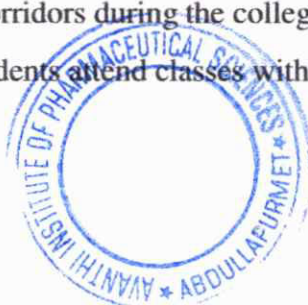
### Disciplinary Committee:


Disciplinary Committee consists of Senior Faculty members, drawn from all the departments. The following are the functions of Disciplinary Committee.

### Functions & Responsibilities:

- ✓ To maintain & enforce strict discipline in the college campus
- ✓ To enforce strict dress code among students
- ✓ To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.

To ensure that all the students attend classes without bunking



  
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prevent the students from leaving the college early. Please note that no student can leave the college without prior permission of the higher authorities (gate pass should be produced).

### Composition of Disciplinary committee

S.NO	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL(Convener)	CHAIRMAN
2	Dr. M. RAMAKRISHNA	HOD	MEMBER SECRETARY
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER
4	Dr. G.SAI KIRAN	PROFESSOR	MEMBER
5	S.SWATHI	ASSISTANT PROFESSOR	MEMBER
6	K. USHA	ASSOCIATE PROFESSOR	MEMBER
7	P. LAVANYA	ASSOCIATE PROFESSOR	MEMBER
8	B. SURESH KUMAR	ASSISTANT PROFESSOR	MEMBER
9	G. SRINIVASA RAO	PRO	MEMBER
10	RAJASHEKAR	PD	MEMBER

### Career Guidance cell:

The objective of the Career Guidance cell is to create awareness among the students about latest trends & needs of Government & Private Sector.

### Functions & Responsibilities:

- ✓ To prepares the students to overcome challenges of the corporate world.
- ✓ To give training and guidance to students on career related matters and assist them in exploring new opportunities.
- ✓ To activate resources for needy students to apply jobs.
- ✓ To invite companies to interact with students.



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## Examination committee:

- The Examination committee is an apex body of the Institute which is headed by the chief superintendent
- The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University) to the students who pass the final examinations.

## Functions and Responsibilities:

- ✓ To conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.
- ✓ Set principles and guidelines for exam policy.
- ✓ To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.
- ✓ Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- ✓ Assigning the duty to staff properly during examination as per duty chart
- ✓ To take decision on malpractice cases and award punishments as per the university regulations.
- ✓ To facilitate the academic departments for smooth conduction of practical examination and submitting the attendance sheets and awarded marks sheets in closed envelopes duly signed by the examiners to the university.



  
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**Composition of Career guidance committee**

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE
1	DR.K. BALAJI	PRINCIPAL	CHAIRMAN
2	B.SOWJANYA	ASSISTANT PROFESSOR	MEMBER SECRETARY
3	DR.NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
4	DR. B.MANJULA	ASSOCIATE PROFESSOR	MEMBER
5	DR.M.RAMAKRISHNA	ASSOCIATE PROFESSOR	MEMBER
6	M.UMARANI	ASSISTANT PROFESSOR	MEMBER
7	V.ANUDEEP	ASSISTANT PROFESSOR	MEMBER


**Entrepreneurship Development Cell (EDC):**

The objective of promote Entrepreneurship Development Cell is to promote entrepreneurship culture among the students by organizing entrepreneurship awareness programs

**Functions and Responsibilities:**

- ✓ Guide and assist potential entrepreneurs in the process of setting up, growing and managing the new venture.
- ✓ To create awareness on entrepreneurship among the students.
- ✓ To device and implement a mechanism for creating awareness on Intellectual Property Rights (IPR) by motivating student and faculties, organizing workshops / seminars on the same.
- ✓ To device and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
- ✓ To provide a platform for interaction with entrepreneurs.
- ✓ Motivate students to develop their own startups.



  
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## Composition of Entrepreneurship Development committee

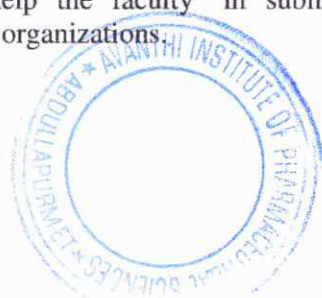
S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	PV.PAVAN KUMAR	ASSISTANT PROFESSOR	MEMBER SECRETARY
3	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
4	Dr. M. RAMAKRISHNA	HOD	MEMBER
5	B.MANJULA	HOD	MEMBER
6	KUNDURU MADHURI	ASSISTANT PROFESSOR	MEMBER
7	K.USHA	ASSOCIATE PROFESSOR	MEMBER
8	P. LAVANYA	ASSOCIATE PROFESSOR	MEMBER
9	P.KAVITHA	ASSISTANT PROFESSOR	MEMBER


### R&D consultancy committee:

Research and Development cell has been formed on the recognition of the fact that pioneering research and technological innovations will be critical drivers for the nation's sustained economic growth, it will facilitate the interchange of information, establishment of standards, new techniques and fresh approaches to old problems. The R&D Committee shall focus on providing an atmosphere conducive to research and development for faculty and students.

### Functions & Responsibilities:

- ✓ To inculcate the concept of research among students & staff by arranging paperpresentation competitions
- ✓ To organize Short Term Training Programs and workshops regarding Research.
- ✓ To support the faculty for writing quality research papers, patents and books
- ✓ To provide research atmosphere in the college.
- ✓ To arrange talks and interactions by eminent personalities from industry, R&D organizations, Institutions of repute; for the better understanding of research methodology and practices currently followed.
- ✓ To help the faculty in submitting the proposals to AICTE, DST/Non Govt organizations.



  
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## Composition of Research & Development Cell

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL(Convener)	CHAIRMAN
2	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER SECRETARY
3	Dr. M. RAMAKRISHNA	HOD	MEMBER
4	Dr. GADIPALLY SAIKIRAN	PROFESSOR	MEMBER
5.	G.SWAPNA	ASSOCIATE PROFESSOR	MEMBER
6	MOHAMMEDABDUL AZEEM	ASSOCIATE PROFESSOR	MEMBER
7	BOLLE SURESHKUMAR	ASSOCIATE PROFESSOR	MEMBER
8	RAJASHEKAR	PD	MEMBER

### Library Committee:

The Library Committee provides a forum for open discussion of matters relating to the library and its services,

The Committee will look into the matters relating to library such as procurement or adding up of titles, volumes, learning resources such as e-journals, e-learning material for the college for the academic year.

### Functions and Responsibilities:

- ✓ To frame general rules for the management of the library.
- ✓ To prepare annual budget estimated of the Committee. library for submission to the academic
- ✓ To allocate funds, from the sanctioned annual budget of the library, to the Department and Centre of Studies for the purchase of books, journals, and periodicals.
- ✓ It invites the requirements from all the departments based on revisions in curriculum as well as students through a requirement register available in the Central Library and in the form of feedback.



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- ✓ To ensure that students maintain utmost silence in the library
- ✓ To maintain proper discipline in the student waiting room and corridors during the college working hours
- ✓ To assist the college Anti Ragging Committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.
- ✓ To recommend suitable disciplinary action against that student including in fact of indiscipline behind doubt.

### Composition of Library Committee

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	S. SRI DEVI	LIBRARIAN	MEMBER SECRETARY
3	Dr. M.RAMAKRISHNA	HOD	MEMBER
4	B.MANJULA	HOD	MEMBER
5	P.LAVANYA	ASSOCIATE PROFESSOR	MEMBER
6	S KOTI REDDY S KOTI REDDY	ASSISTANT PROFESSOR	MEMBER

### NSS Committee:

The sole aim of the NSS is to provide hands on experience to young students in delivering community service.

### Functions and Responsibilities:

- ✓ To create awareness regarding social service among the students and other members of the college community.
- ✓ To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
- ✓ To select service projects on the basis of utility and feasibility
- ✓ To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.



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**Composition of National service scheme (NSS) committee**

S.No	Name of the faculty	Designation	Designation in committee
1	Dr.k. Balaji	Principal	Chairman
2	Dr.Nihar Ranjan Das	Vice Principal	Member
3	Dr. B.Manjula	Associate professor	Member
4	Dr.M.Ramakrishna	Associate professor	Member
5	AV. Pavan	Assistant professor	Member
6	M.Umarani	Assistant professor	Member
7	V.Anudeep	Assistant professor	Member
8	V. GANESH	Assistant professor	Member


**Sports and Games Committee:**

The Sports and Games committee is intended to plan and coordinate the organization of various extracurricular activities in the college. The aim of this committee is to make students more fitness and health conscious. The sports and games committee is responsible to bring the sporting spirit in the student community and bring in a culture of sports and games in the institute.

**Functions and Responsibilities:**

- ✓ To recommend to principal to provide facilities for indoor and outdoor games
- ✓ To finalize annual calendar of internal and external sports activities
- ✓ Prepare budget for proposed activities
- ✓ Provide necessary training to the students in different sports activities
- ✓ Selection of teams to represent college in intercollegiate tournaments and intramural tournaments.



  
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**Composition of Extra-Curricular and Sports Committee**

S. No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	RAJASHEKAR	PD	MEMBER SECRETARY
3	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
4	D.BALU	ASSISTANT PROFESSOR	MEMBER
5	DR. VELPUKONDA ANUDEEP	ASSISTANT PROFESSOR	
6	KANDUKURI DILEEP KUMAR	ASSISTANT PROFESSOR	MEMBER

**Alumni committee:**

The objective of the Alumni committee is to maintain a lifelong relationship with alumni and providing relationship between alumni and present students as well as among alumni.

**Functions and Responsibilities:**

- ✓ To develop plans to support the growth of institution to achieve its vision and to enable institute to add values to all its stakeholders.
- ✓ To plan and implement a mechanism for alumni feedback and suggestions from as well as schedule and execute Alumni meet.
- ✓ To support a strong relationship between alumni association and current students
- ✓ To organize interactive sessions with alumni to current students and assist current students and alumni in career planning, placement and transitions.
- ✓ The committee also tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students.



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## Alumni Committee Members

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	P.LAVANYA	ASSISTANT PROFESSOR	MEMBER SECRETARY
3	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
4	K VIMALA	ASSISTANT PROFESSOR	MEMBER
5	MD ALEEMUDDIN	ASSISTANT PROFESSOR	MEMBER
6	RAJASHEKAR	PD	MEMBER

### Transport Committee:

The Transport Committee provides the Academy with a standard procedure for the acquisition, enhancement, use, control, maintenance, repair and disposal of the Academy vehicles and for the management of related forms of transport engaged for Academy activities.

### Functions & Responsibilities:

- ✓ To allot seats for students and faculty in concerned routes and display of list of faculty and students
- ✓ To take necessary steps for prevention of un-authorized boarders
- ✓ To recommend management for additional transport facilities
- ✓ To review the operation of vehicle in all routes
- ✓ To review the maintenance of transport vehicles



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**Composition of Transport Committee**

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	P.LAVANYA	ASSISTANT PROFESSOR	MEMBER SECRETARY
3	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
4	K VIMALA	ASSISTANT PROFESSOR	MEMBER
5	MD ALEEMUDDIN	ASSISTANT PROFESSOR	MEMBER
6	M. RAJASHEKAR	PD	MEMBER
7	N. RAMA CHANDRA RAO	BUS INCHARGE	MEMBER

**Women grievances & equal opportunity cell:**

The objective of the Women grievances & equal opportunity cell is to create an atmosphere of Equal Opportunity through awareness generation programmes and to provide auxiliary support towards skill development and enhancing employability of students.

**Functions & Responsibilities:**

- ✓ To enquire the Complaints received from the female students or staff of the College.
- ✓ To deal with the issues of Gender based violence
- ✓ To conduct various gender sensitization programmes
- ✓ To pay Special Attention on ragging/exploitation related issues.



*[Signature]*  
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### Composition of Women grievances & equal opportunity cell

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	B.MANJULA	HOD	MEMBER SECRETARY
3	Dr. Y.JAYAPRADHA	CO-ORDINATOR	MEMBER
4	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
5	P. NAGARAJU	ASSOCIATE PROFESSOR	MEMBER
6	A.SHAILAJA	ASSOCIATE PROFESSOR	MEMBER
7	K.USHA	ASSOCIATE PROFESSOR	MEMBER
8	B.SURESH KUMAR	ASSISTANT PROFESSOR	MEMBER
9	G.SRINIVASA RAO	P R O	MEMBER
10	AFSHA BEGUM	STUDENT	MEMBER


#### Cultural committee:

The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College and to provide platform to students to exhibit their talents.

#### Functions and Responsibilities:

- ✓ To plan and schedule cultural events for the academic year.
- ✓ To prepare budget for all cultural events and take necessary steps for its approval.
- ✓ To promote and arrange extracurricular activities to bring out the talents of students in performing arts.
- ✓ To obtain formal permission from the College authorities to arrange program.



  
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### Composition of Cultural committee

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE
1	DR.K. BALAJI	PRINCIPAL	CHAIRMAN
	T.MAHENDER	ASSISTANT PROFESSOR	MEMBER SECRETARY
2	DR.NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
3	P.LAVANYA	ASSOCIATE PROFESSOR	MEMBER
4	V.ANUDEEP	ASSOCIATE PROFESSOR	MEMBER
5	G.SWAPNA	ASSISTANT PROFESSOR	MEMBER
6	A.SHRUTHI	ASSISTANT PROFESSOR	MEMBER

### Website Committee:

The objective of the Website committee is to deliver the information about the college to the outside world and to supervise all aspects of the website including updating content and troubleshooting technical issues for the institute website.

### Functions and Responsibilities:

- ✓ To administer data acquisition process, maintenance of the institute's website with regards to all activities related to Domain & hosting.
- ✓ To administer regular updates to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website.
- ✓ To collect information & data reports from various academic department & internal bodies like library, NCC, NSS, Training & Placement, Sports, Women Empowerment Cell etc. at regular intervals for necessary and timely updates of the site.



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## Composition of Website Committee

S.NO	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	G SWAPNA	ASSOCIATE PROFESSOR	MEMBER SECRETARY
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER
4	VADTYA GANESH	ASSISTANT PROFESSOR	MEMBER
5	Dr. P. SWATHI PATEL	ASSISTANT PROFESSOR	MEMBER
6	KUKKALA SHAILAJA	ASSISTANT PROFESSOR	MEMBER
7	Dr. ANUDEEP	ASSISTANT PROFESSOR	MEMBER
8	P.V. PAVAN KUMAR	ASSISTANT PROFESSOR	MEMBER


### Health club:

The main objective of the Health club is to develop a healthy mind in a healthy body. The health club always conducts medical camps, yoga training etc. in regular intervals in every academic year.

### Functions and Responsibilities:

- ✓ To provide students with knowledge, skills, capacities, values and the enthusiasm to mould a healthy lifestyle into adulthood.
- ✓ To organize Awareness drives in which students are sensitized towards cleanliness.
- ✓ Imparting information about various diseases prevailing in a particular duration of year and various preventive steps.
- ✓ To create awareness of physical fitness which is an important component of wellness.



  
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## Composition of Health Club

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	Dr. M.RAMAKRISHNA	HOD	MEMBER SECRETARY
3	B.MANJULA	HOD	MEMBER
4	P.LAVANYA	ASSOCIATE PROFESSOR	MEMBER
5	Dr. SWATHI PATEL	ASSISTANT PROFESSOR	MEMBER
6	Dr. B.E. EVANGILEEN	ASSISTANT PROFESSOR	MEMBER
7	T. MAHENDER	ASSISTANT PROFESSOR	MEMBER

### Examination Committee

The Examination committee is an apex body of the institution which is headed by Examinations In-Charge (EI). The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University and Institute) to the students who pass the final examinations. Keeping the record of each and every issue related to the examination.

### Functions and Responsibilities:

- The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
- The Exam Committee shall prepare and display an overall Invigilation Duty List on the Staff Notice.
- The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of same shall be submitted to the Principal.
- Committee should collect examiners names for assessment and moderation of each subject from respective HODs.
- Under the guidance of the CE, the Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal and Secretary.



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- Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.

### Composition of Examination Committee

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER SECRETARY
3	P. NAGARAJU	ASSOCIATE PROFESSOR	EXAMBARANCHHEAD
4	LAXMIKANTH RAO	ASSISTANT PROFESSOR	SUPPORTINGSTAFF

### Admission Committee:

The Admissions Committee is responsible for the Under Graduate (UG) and Post Graduate (PG) student admissions in the Institute. Admissions committee tracks the success of the admissions process each day during admissions by maintaining a database of pertinent information of the applicants. This committee reviews admission requirements for the Institute annually.

### Functions and Responsibilities

The Admission Committee has the following roles and responsibilities:

- To improve the admissions quality with well-defined policies.
- To disseminate and comply with all the rules and regulations of admissions as prescribed by Govt. and statutory agencies.
- To create a brand value and awareness about the institute.
- To provide best counseling to students and parents who come to seek admission.
- To guide the students and parents in making effective decisions.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting I-card, fulfilling eligibility criteria, getting time tables etc



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## Composition of Admission Committee Admission Committee

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	Dr. M.RAMAKRISHNA	HOD	MEMBER SECRETARY
3	B.MANJULA	HOD	MEMBER
4	P.LAVANYA	ASSOCIATE PROFESSOR	MEMBER
5	Dr. SWATHI PATEL	ASSISTANT PROFESSOR	MEMBER
6	Dr. B.E. EVANGILEEN	ASSISTANT PROFESSOR	MEMBER
7	T. MAHENDER	ASSISTANT PROFESSOR	MEMBER

### Women Protection Cell

Women cell aims at empowering and orienting women to recognize their true potential and to help them attain their own stand in a competing world. The cell has been established in order to protect the women staff and students associated with the college from any sorts of injustice or sexual harassment of any nature directly and indirectly.

### Functions and Responsibilities:

1. To mould potential women force in the campus to achieve thriving mile stones of success.
2. Empowering women to attain emotional, physical and mental freedom to withstand the changing phase of their life.
3. To enhance the self-esteem and self-confidence of women students, faculty and staff in the college.
4. To develop critical thinking ability of women students such that it enhances decision-making ability. To women cell has been formed to resolve issues pertaining to grievances filed by students or staff.
5. To provide a platform for listening to complaints.
6. To incorporate hygiene habits and ensure a health atmosphere in and around the campus



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7. To ensure personality along with academic development of students
8. To promote a culture of respect and equality for female gender.
9. To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be “job givers” rather than “job takers”

### Composition of Women Protection Cell

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	B.MANJULA	HOD	MEMBER SECRETARY
3	Dr. Y.JAYAPRADHA	CO-ORDINATOR	MEMBER
4	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
5	P. NAGARAJU	ASSOCIATE PROFESSOR	MEMBER
6	A.SHAILAJA	ASSOCIATE PROFESSOR	MEMBER
7	K.USHA	ASSOCIATE PROFESSOR	MEMBER
8	B.SURESH KUMAR	ASSISTANT PROFESSOR	MEMBER
9	G.SRINIVASA RAO	P R O	MEMBER
10	AFSHA BEGUM	STUDENT	MEMBER

### College Development Committee

The College Development Committee (CDC) monitors overall academic and administrative facilities and services. This committee advises the college administration regarding development plans prepares the budget and also suggests the plans for infrastructural development. The major functions of CDC are as following.

### Functions and responsibilities of College Development Committee:

- To decide about the overall teaching programs or annual calendar of the college
- To recommend to the management about introducing new academic courses
- To take review of the self-financing courses in the college, if any, and make recommendations for their improvement



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- To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- To make recommendations regarding the students' and employees' welfare activities in the college or institution.


### College Development Committee Members

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE
1	DR.K. BALAJI	PRINCIPAL	CHAIRMAN
	T.MAHENDER	ASSISTANT PROFESSOR	MEMBER SECRETARY
2	DR.NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
3	P.LAVANYA	ASSOCIATE PROFESSOR	MEMBER
4	V.ANUDEEP	ASSOCIATE PROFESSOR	MEMBER
5	G.SWAPNA	ASSISTANT PROFESSOR	MEMBER
6	A.SHRUTHI	ASSISTANT PROFESSOR	MEMBER

### Stores and Maintenance Committee:

This committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities. The committee ensures that annual building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is also an important one.



  
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### Functions and Responsibilities:

- To monitor the overall cleanliness of the college campus.
- To monitor the ongoing developmental works of the college.
- To undertake maintenance and repair of infrastructure on the college premises.
- To make special efforts to enhance the ambience of the college.
- To purchase infrastructural and other important purchases for the college.

### Composition of Stores and maintenance committee

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE
1	DR.K. BALAJI	PRINCIPAL	CHAIRMAN
2	B.SOWJANYA	ASSISTANT PROFESSOR	MEMBER SECRETARY
3	DR.NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
4	DR. B.MANJULA	ASSOCIATE PROFESSOR	MEMBER
5	DR.M.RAMAKRISHNA	ASSOCIATE PROFESSOR	MEMBER
6	M.UMARANI	ASSISTANT PROFESSOR	MEMBER
7	V.ANUDEEP	ASSISTANT PROFESSOR	MEMBER
8	G.RAJENDER	LAB ASSISTANT	MEMBER

### Minority Cell

The aim of the Minority Cell is to empower the minority communities in the College and assist them in their curricular, co-curricular and extra-curricular activities. The Cell has been set up to help minority students from the Christian, Muslim, Jain and other communities achieve holistic development.



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### Functions and responsibilities:

- To collect reports and information of Government of Goa and UGC's orders on various aspects of education, employment of minority students
- To publicize the various Central and State Government scholarship schemes and any updates in these matters
- To coordinate with other College Cells and Committees such as the Mentoring Cell, Placement Cell, Students' Council, Sports Council, Cultural Council, etc. and ensure that students from minority communities participate in their activities
- To coordinate with Programme Coordinators, Department Heads and the Mentoring Council to identify students from these communities who need special assistance such as remedial classes and bridge courses, as well as those who are advanced learners and could be given extra attention and guidance.

### Composition of Minority cell Committee

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	MOHAMMEDABDUL AZEEM	ASSISTANT PROFESSOR	MEMBER SECRETARY
3	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
4	Dr. M. RAMAKRISHNA	HOD	MEMBER
5	B.MANJULA	HOD	MEMBER
6	MD ALEEMUDDIN	ASSISTANT PROFESSOR	MEMBER
7	P. LAVANYA	ASSOCIATE PROFESSOR	MEMBER
8	P.KAVITHA	ASSOCIATE PROFESSOR	MEMBER

### OBC Cell

OBC cell has been emerged to create awareness on issues of discrimination and grievances arising out of disputes concerning OBC students. The Cell is also actively participate in various schemes announced by the State and the Centre for students.



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## Functions and Responsibilities of the OBC CELL

- To aware the OBC students regarding various scholarships program of State Government and UGC.
- To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To collect reports and information of State Government and UGC's orders on various aspects of education, employment of OBC Students.
- To circulate State Government and UGC's decisions about different scholarship programs.
- To function as a Grievances Redress Cell for the grievances of OBC students and staff of the college and render them necessary help in solving their academic, research as well as administrative problems.

## OBC CELL COMMITTEE MEMBERS

S.No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	V. KAVITHA	ASSISTANT PROFESSOR	MEMBER SECRETARY
3	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER
4	Dr. M.RAMAKRISHNA	HOD	MEMBER
5	B.MANJULA	HOD	MEMBER
6	V. KAVITHA	ASSISTANT PROFESSOR	MEMBER
7	G.SWAPNA	ASSOCIATE PROFESSOR	MEMBER
8	K VIMALA	ASSISTANT PROFESSOR	MEMBER

## Internal Complaint Committee

The Institution has the responsibility to sensitive employees regarding sexual harassment issues by organizing and conducting workshops and seminars. Under the Anti- Sexual Harassment at Workplace Act the central government requires the organizations to implement the following:



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**Functions and responsibilities:**

1. Dissemination of the policies against sexual harassment,
2. Carrying orientation programs for the members of the Internal Complaints
3. Conduct skill building programs for the members of the Internal Complaints Committee,
4. Publish names and contact details of the members of the Internal Complaints Committee for the easy access by employees of the
5. The Institution may invite legal practitioners, representatives of NGOs, organizations that have worked on issues that are related to women's rights or human rights for such orientation programs on sensitizing sexual harassment.

**Composition of Internal Compliant Committee**

S. No	Name of the faculty	Designation	Designation in committee
1	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN
2	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER SECRETARY
3	Dr. M.RAMAKRISHNA	HOD	MEMBER
4	B.MANJULA	HOD	MEMBER
5	N. SAROJA	ASSISTANT PROFESSOR	MEMBER
6	B. EMMANUEL EVANGILEEN	ASSOCIATE PROFESSOR	MEMBER
7	K VIMALA	ASSISTANT PROFESSOR	MEMBER



*[Signature]*  
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