

ADITYA

PHARMACY COLLEGE

Approved by AICTE & PCI – NEW DELHI, Affiliated to JNTU KAKINADA
(Formerly known as Aditya Institute of Pharmaceutical Sciences & Research)

Ph: 98665 76663
Email: office@adityapharmacy.edu.in
Website: www.adityapharmacy.edu.in

Ref: APC/ICC/2022-23/MOM/1

Date:21-06-2022

MINUTES OF MEETING

The meeting was held at the Principal Chamber and commenced at 3:30 pm dated on 20th of June 2022. All the members of the ICC committee were attended, and the meeting agenda was as follows was discussed:

Providing orientation to the members regarding their roles and responsibilities: The convener of the committee addressed the members and welcomed them to the meeting. The convener explained the importance of the ICC and the need for its effective functioning. The orientation session began with the convener providing a detailed overview of the roles and responsibilities of the ICC members. The members were informed about their duties in handling complaints and ensuring a safe and secure environment for the students as per the guidelines.

Organizing a program to enhance the interaction between the students and the committee members: The convener then discussed the need to improve the interaction between the students and the committee members. It was decided to organize an awareness program to enhance the students' knowledge about the ICC and its functions. The members suggested various activities to be included in the program, such as seminars, workshops, and interactive sessions. The committee decided for organising an awareness programme to create awareness among the students.

The convener requested the members to strictly follow the guidelines laid down by the regulatory authorities while handling complaints. The meeting concluded with the convener thanking the members for their valuable inputs and requesting them to actively participate in the upcoming awareness program.


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Aditya Pharmacy College
SURAMPAL, PIN-522 437





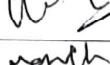
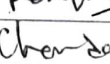
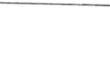
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Signed: Members Attended:

S.No	Name of the Committee Member	Designation	Role	Signature
1	Mr.T.Uday Kumar	Associate Professor	Presiding Officer	
2	Mrs. G. Sri Devi	Associate Professor	Convener	
3	Ms.M.Sunitha	Office staff	Member	
4	Mr.R.Anand	Lab Technician	Member	
5	Mithilesh Kumar Chauhan	Student	Member	
6	Manisha Lahkar	Student	Member	
7	Polimera Sri Chandana	Student	Member	

T. Uday Kumar
ICC presiding Officer

Copy to:

1. All members of the committee
2. IQAC


Principal

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Website: www.adityapharmacy.edu.in

Ref: APC/ICC/2022-23/MOM/2

Date: 25-11-2022

MINUTES OF MEETING

Agenda: Awareness Programme on "Know Your Rights: Understanding the Internal Complaints Committee".

An awareness programme with a theme "Know Your Rights: Understanding the Internal Complaints Committee" was held on 02-02-2023. The programme has created awareness among students and staff members about their rights and the role of ICC in ensuring a safe and healthy work environment. The programme has taken place on 20-02-2023 at the seminar hall from 10:00 AM to 11:30 PM.

The speaker Dr. Bhaskar garu has delivered about the laws protecting against harassment in work place. Also, he guided about the way to approach regarding any breach to their rights and to whom they should report at work place. Students from Pharm.D, M. Pharmacy & B. Pharmacy were attended the programme. The programme had created an understanding of functions, and the process of reporting and resolving harassment issues etc.

Speaker had addressed on various aspects of the ICC committee and answered to the questions raised by the students and staff.

Finally, the convener of the committee T. Uday kumar garu had concluded the programme by reminding that their participation in the programme would not only help them to understand their rights but also contribute towards building a safe and healthy work environment.

Action Items at:

- ✓ All members of the ICC committee are to ensure that the programme is well-publicized among the students and staff members.
- ✓ The attendees were encouraged to participate actively in the programme and make the staff and students to ask them about queries.


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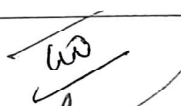

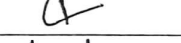


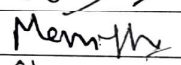

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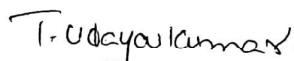
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