


Ref: APC/Minority Committee/2016 – 17/SOP

MINORITY COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

- ❖ The Committee is committed to help minority students through counselling, personality development, development of communication skill, remedial coaching, tutorial classes, and preparatory classes for professional and employment purposes, etc.
- ❖ The Cell is actively engaged in coordinating and resolves the problems and other measures with a view to see that the education system succeeds in bringing to a level quantitative.
- ❖ Remedial Coaching is to be organized with a view to
 - a) Improving academic skills of the students in various subjects.
 - b) Raising their level of comprehension of basic subjects to provide a stronger foundation for further academic works.
 - c) Also well support the Staff and Students to achieve their goals.



CO – ORDINATOR



PRINCIPAL

PRINCIPAL
Aditya Pharmacy College,
SURAMPALEM-533 437



Ref: APC/MC/2016-17/CO

Date: 16-08-2016

MINORITY COMMITTEE - CONVENING ORDER

ACADEMIC YEAR -2016-17

As per the guidelines of JNTU K, APSCHE, AICTE the principal of the college who is chairman to the Minority & Readressal committee has constituted the following members for the academic year 2016-17. The committee members need to take charge immediately and requested to prepare an action plan.

S. No	Name of the Committee Members	Designation	Position
1	Dr. K Divakar	Principal	Chairman
2	Mr. S.P.N. Kumar	Asst. Professor	Convener
3	Mr. D. Ravi Prakash	Asst. Professor	Member
4	Ms. K.V.N.R Aishwarya	Asst. Professor	Member
5	Mrs. S. Vishnu Priya	Asst. Professor	Member
6	Shaik Kamaluddin	Student	Member
7	Md. Bakhatwar	Student	Member
8	Mohammad Mukhthiyar Unnisa	Student	Member
9	Laaiah Moin	Student	Member

Copy to:

- 1) All Members of the Committee



b. Divakar
PRINCIPAL

Aditya Pharmacy College
SURAMPALEM - 533 437

Ref: APC/Minority Committee/2016 – 17/Circular

MINORITY COMMITTEE

Date: 07/11/2016

CIRCULAR

All the committee members are hereby informed that the meeting of the Minority Committee will be held on **09/11/2016 at 3:30 PM** in Principal's sir chamber. So, all the members are requested to attend the meeting without fail.

AGENDA:

- 1) To review the committee about the previous academic year.
- 2) To discuss on the action sensitization plan.
- 3) To design the action sensitization plan.
- 4) To collect all the information regarding any complaints and counteraction taken against it.



MINORITY COMMITTEE CO-ORDINATOR



PRINCIPAL

PRINCIPAL

Aditya Pharmacy Co.
SURAMPalem-533 481

Copy to:

- 1) All Members of the Committee



Ref: APC/Minority Committee/2016 – 17/MOM

Date: 11/11/2016

MINORITY COMMITTEE ACEDAMIC YEAR – 2020 - 2021

MINUTES OF MEETING

DATE OF MEETING: 09/11/2016

TIME: 3:30 PM to 4:30 PM

VENUE: Principal's Chamber & Seminar Hall.

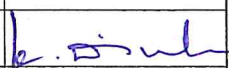
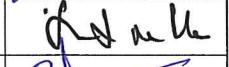


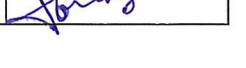
RESOLUTIONS TAKEN:

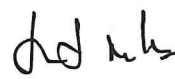
Chairman has addressed all the members gathered at Principal chamber on 09/11/2016 at 3:30 PM regarding the newly constituted members for Minority Committee.

The Convener had delivered about the following objectives


- 1) To Review the Committee about the Previous Academic Year.
- 2) Action Plan for 2016 – 2017 Academic Year.
- 3) To discuss on the Action Sensitization Plan.
- 4) To design the Action Sensitization Plan.
- 5) To collect all the information regarding any complaints and counteraction taken against it.

The following members had attended the meeting.

S. No	Name of the Committee Members	Position	Signature
1	Dr. K Divakar	Chairman	
2	Mr. S.P.N. Kumar	Convener	
3	Mr. D. Ravi Prakash	Member	
4	Ms. K.V.N.R Aishwarya	Member	
5	Mrs. S. Vishnu Priya	Member	


Co – Ordinator




Principal
PRINCIPAL
Aditya Pharmacy College
SURAMPALAM-533 437

MINORITY COMMITTEE (MC)

The following points as per the agenda are discussed.

Agenda 1: To review the committee about the previous academic year.

- The copies of the Minority Committee meeting held on **09-11-2016** were circulated to the members for their comments. As there were no comments it was declared that the minutes were confirmed.

Agenda 2: To discuss on the action sensitization plan.

- The convener presented the action sensitization plan report on the previous meeting held on **19-09-2015**.

Agenda 3: To design the action sensitization plan.

- Members advised to design the action sensitization plan for coming academic year.

Agenda 4: To collect all the information regarding any complaints and counteraction taken against it.

- The chairman advised to collect all the information regarding any complaints and counteractions taken against the complaints.
- It is resolved to conduct various programmes on Minority discrimination.
- The members of the committee resolved that all necessary information regarding the action sensitization plan and conducting ways be analysed by the convener.


Co-ordinator

Copy to:

- 1) All Members of the Committee

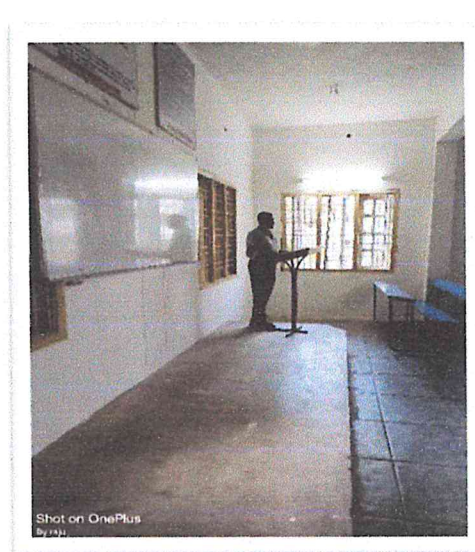
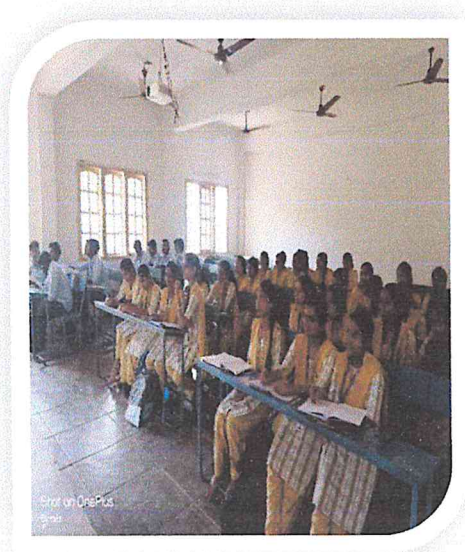
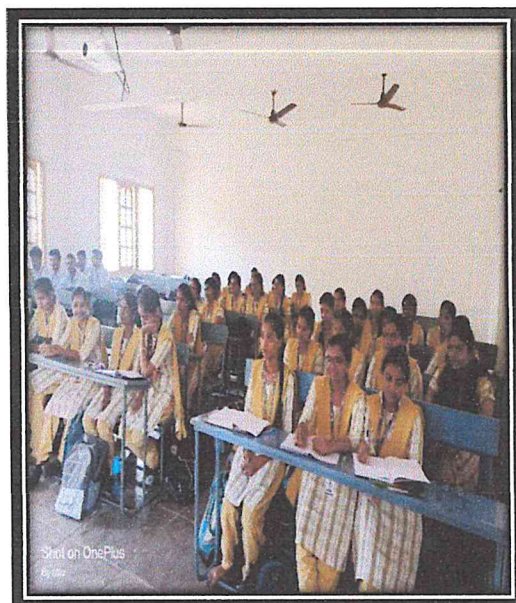
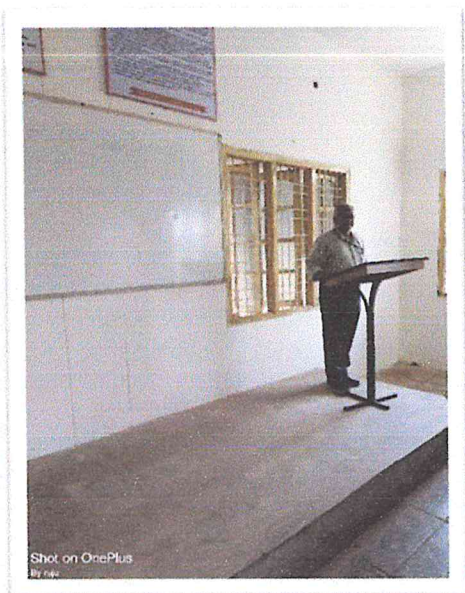

Principal

PRINCIPAL
Aditya Pharmacy Col.
SURAMPALEM-533 437



Yearly Photo Gallery

Awareness Program on “Government Schemes towards Minority” on 17/02/2017 for I & II B. Pharm students by Dr. Sanjiv Rao Godla, Professor, M. Tech., Ph D., Dept: CSC, ACET.



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SURAMPalem-533 437

Ref: APC/MC/2016-17/AR

Dt: 29-04-2017

ANNUAL REPORT OF MINORITY COMMITTEE ACTIVITIES FOR A.Y-2016 -17

The Convener gathered all the members and appreciated every constituted member who worked hard with their efforts for smooth function of Minority Committee for the year 2016-2017.

The convener presented the annual report about the activities (Pending & Solved) for the Academic year 2016-2017.

Annual Report of Minority Committee Activities for A.Y-2016-2017

S. No	Particulars	Status
1	Number of Complaints received about Minority Issues	0
2	Number of Complaints disposed off during the Year	0
3	Number of Cases in Pending	0
4	Number of Events/Awareness Programmes organized to create Awareness	1

Meeting has concluded that there were no Major /Minor Minority cases were reported for the A.Y-2016-2017.


Co-ordinator




Principal
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