

TRANSPORT COMMITTEE



ADITYA COLLEGE OF PHARMACY

Approved by PCI, Recognized by UGC (section 2f)
ISO 9001:2015 Certified Institution
NAAC "A" Accredited with CGPA of 3.24



Date: 08-06-2023

Proceedings of the Principal, Aditya College of Pharmacy, Surampalem

Sub: ACPS, Surampalem – Constitution of Transport committee for the Academic Year 2023-24

- Orders – Issued – Reg.

* * *

The undersigned is pleased to constitute the transport committee with the following members for the academic year 2022-23 to 2023-24

- **Chairman**

- Dr. K.Ravi Shankar, Principal 9000576662

- **Convener**

- Mr.K.Venkateswarulu 8897993001

- **Members**

- Mr.Amit Kumar, Assoc. Prof, Dept of Pharmacy Practice 8790592977
 - Dr. K. Rama Krishna Assoc. Prof, Dept of Ph. chemistry 8639002189
 - Mr. D. Raviteja, Asst. Prof, Dept of Pharmaceutics 9639031917
 - Mr. K.Surya Narayana , Transport Incharge 9177376661



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Date: 12-06-2023

CIRCULAR

All the Staff and Students are hereby informed that Transport committee was formed in the College to prevent the problems faced by students during their journey to the college for the Academic Year 2023-24. The cell comprises of senior faculty representatives and they respond to following duties.

The Committee was constituted as the following.

Chairman

○ Dr. K.Ravi Shankar, Principal 9000576662

Convener

○ Mr.K.Venkateswarulu 8897993001

Members

○ Mr.Amit Kumar, Assoc. Prof, Dept of Pharmacy Practice 8790592977
○ Dr. K. Rama Krishna Assoc. Prof, Dept of Ph. chemistry 8639002189
○ Mr. D. Raviteja, Asst. Prof, Dept of Pharmaceutics 9639031917
○ Mr. K.Surya Narayana , Transport Incharge 9177376661

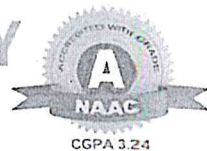
Dr. K. Ravi Shankar

PRINCIPAL



ADITYA COLLEGE OF PHARMACY

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ISO 9001:2015 Certified Institution
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Date: 14-06-2023

CIRCULAR

Transport Committee Meeting

This to inform all the members of Transport committee of Aditya College of Pharmacy, to attend the meeting on 14-06-2023 at 1:00 pm headed by the Chairman Dr. K. Ravi Shankar in the Principal Chamber.

AGENDA

1. Activities
2. Rules and Regulations
3. Necessary steps to be followed
4. General

Members are expected to attend the meeting

S.No.	Name	Designation	Signature
1	Dr. K.Ravi Shankar	Chairman	
2	Mr K.Venkateswarulu	Convener	
3	Mr.Amit Kumar	Member	
4	Dr. K. Rama Krishna	Member	
5	Mr. D. Raviteja	Member	
6	Mr. K.Surya Narayana	Transport Incharge	

Principal



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15-06-2023

Minutes of Meeting of Transport Committee Meeting held on 14-06-2023

Minutes of the meeting of the Transport Committee of Aditya College of Pharmacy, A.P, Held on 14-06-2023 at 1:00 pm in the Principal Chamber.

Members attended the meeting :

S.No.	Name	Designation	Signature
1	Dr. K.Ravi Shankar	Chairman	
2	Mr.K.venkateswarulu	Convener	
3	Mr.Amit Kumar	Member	
4	Dr.K.RamaKrishna	Member	
5	Mr. D. Raviteja	Member	
6	Mr. K.Surya Narayana	Transport Incharge	

The meeting of the Transport Committee commenced with a welcome by Dr. K.Ravi Shankar, the Chairman of the Transport Committee. The Convener Mr. K, Venkateswarulu has extended his cordial welcome to all the members.



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Important points discussed and Approved in this meeting are summarized below:

1. They reviewed the minutes of meeting of 15th meeting and satisfied with the actions taken on the issues required.
2. Review on bus availability to the students in existing routes.
3. Review on providing additional bus facility to the students and also to the staff to specific routes who are attending industrial visits, seminars, conferences.
4. Review on extension and shortening of bus services in existing routes. Discussed about thorough checking of student ID cards in buses by bus in charge.
5. Review on increasing buses to some routes as the student strength is increases.

Composition of transport committee:

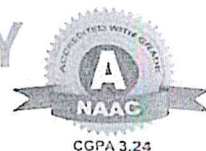
S.No.	Name	Designation
1	Dr. K.Ravi Shankar	Chairman
2	Mr K.Venkateswarulu	Convener
3	Mr.Amit Kumar	Member
4	Dr. K. Rama Krishna	Member
5	Mr. D. Raviteja	Member
6	Mr. K.Surya Narayana	Transport Incharge

Date: 14-10-2023



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CIRCULAR

Transport Committee Meeting

This to inform all the members of Transport committee of Aditya College of Pharmacy, to attend the meeting on 14-10-2023 at 1:00 pm headed by the Chairman Dr. K. Ravi Shankar in the Principal Chamber.

AGENDA

1. Activities
2. Rules and Regulations
3. Necessary steps to be followed
4. General

Members are expected to attend the meeting

S.No.	Name	Designation	Signature
1	Dr. K.Ravi Shankar	Chairman	
2	Mr K. Venkateswarulu	Convener	
3	Mr.Amit Kumar	Member	
4	Dr. K. Rama Krishna	Member	
5	Mr. D. Raviteja	Member	
6	Mr. K.Surya Narayana	Transport Incharge	



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15-10-2023

Minutes of Meeting of Transport Committee Meeting held On 14-10-2023

Minutes of the meeting of the Transport Committee of Aditya College of Pharmacy, A.P, Held on 14-10-2023 at 1:00 pm in the Principal Chamber.

Members attended the meeting :

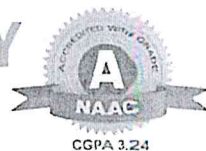
S.No.	Name	Designation	Signature
1	Dr. K.Ravi Shankar	Chairman	
2	Mr.K.venkateswarulu	Convener	
3	Mr.Amit Kumar	Member	
4	Dr.K.RamaKrishna	Member	
5	Mr. D. Raviteja	Member	
6	Mr. K.Surya Narayana	Transport Incharge	

The meeting of the Transport Committee commenced with a welcome by Dr. K.Ravi Shankar, the Chairman of the Transport Committee. The Convener Mr. K, Venkateswarulu has extended his cordial welcome to all the members.



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Important points discussed and Approved in this meeting are summarized below:

1. Review on bus availability to the students in existing routes.
2. Review on providing additional bus facility to the students to specific routes who are attending industrial visits.
3. Review on extension and shortening of bus services in existing routes. Discussed about thorough checking of student ID cards in buses by bus in charge.
4. Providing bus facility to the students who are going to write semester exams in other colleges.
5. Review on the bus facility providing to the students going for industrial visits.

Composition of transport committee:

S.No.	Name	Designation
1	Dr. K.Ravi Shankar	Chairman
2	Mr K.Venkateswarulu	Convener
3	Mr.Amit Kumar	Member
4	Dr. K. Rama Krishna	Member
5	Mr. D. Raviteja	Member
6	Mr. K.Surya Narayana	Transport Incharge



ADITYA COLLEGE OF PHARMACY

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Date: 09-03-2024

CIRCULAR

Transport Committee Meeting

This to inform all the members of Transport committee of Aditya College of Pharmacy, to attend the meeting on 09-03-2024 at 1:00 pm headed by the Chairman Dr. K. Ravi Shankar in the Principal Chamber.

AGENDA

1. Activities
2. Rules and Regulations
3. Necessary steps to be followed
4. General

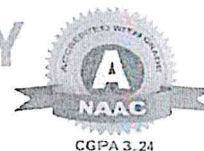
Members are expected to attend the meeting

S.No.	Name	Designation	Signature
1	Dr. K.Ravi Shankar	Chairman	
2	Mr K.Venkateswarulu	Convener	
3	Mr.Amit Kumar	Member	
4	Dr. K. Rama Krishna	Member	
5	Mr. D. Raviteja	Member	
6	Mr. K.Surya Narayana	Transport Incharge	



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11-03-2024

Minutes of Meeting of Transport Committee Meeting held On 09-03-2024

Minutes of the meeting of the Transport Committee of Aditya College of Pharmacy, A.P, Held on 09-03-2024 at 1:00 pm in the Principal Chamber.

Members attended the meeting :

S.No.	Name	Designation	Signature
1	Dr. K.Ravi Shankar	Chairman	
2	Mr.K.venkateswarulu	Convener	
3	Mr.Amit Kumar	Member	
4	Dr.K.RamaKrishna	Member	
5	Mr. D. Raviteja	Member	
6	Mr. K.Surya Narayana	Transport Incharge	

The meeting of the Transport Committee commenced with a welcome by Dr. K.Ravi Shankar, the Chairman of the Transport Committee. The Convener Mr. K, Venkateswarulu has extended his cordial welcome to all the members.



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Important points discussed and Approved in this meeting are summarized below:

1. Review on bus availability to the students in existing routes.
2. Review on providing additional bus facility to the students to specific routes who are attending industrial visits.
3. Review on extension and shortening of bus services in existing routes. Discussed about thorough checking of student ID cards in buses by bus in charge.
4. Providing bus facility to the students who are going to write semester exams in other colleges.
5. Review on the bus facility providing to the students going for industrial visits.

Composition of transport committee:

S.No.	Name	Designation
1	Dr. K.Ravi Shankar	Chairman
2	Mr K.Venkateswarulu	Convener
3	Mr.Amit Kumar	Member
4	Dr. K. Rama Krishna	Member
5	Mr. D. Raviteja	Member
6	Mr. K.Surya Narayana	Transport Incharge

CAREER COUNSELING CELL



ADITYA COLLEGE OF PHARMACY



(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G. Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

Career Counseling Committee - Convening Order AY 2023-2024

The Career Counseling Committee is constituted with the following members for the academic year 2023-24 to make necessary arrangements and nurture the students towards their career improvement.

S. NO	NAME OF THE COMMITTEE MEMBER	DESIGNATION	ROLE
1	Dr. K. Ravi Shankar	Principal	Chairman
2	Dr. K. Ramakrishna	AssociateProfessor	Convener
3	S.Amala	AssistantProfessor	Member
4	B.V.Renuka sai sree	Assistant Professor	Member
5	P. Titus (203H1R0041)	Student	Member
6	S.Anil kumar (203H1R0046)	Student	Member
7	Divesh Singh (203H1R0066)	Student	Member
8	K.G.S.N.Pranathi (213H1R0023)	Student	Member



Pranathi
PRINCIPAL

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Aditya College of Pharmacy
SURAMPALEM-533 437



ADITYA COLLEGE OF PHARMACY



(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G. Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

CAREER COUNSELING CELL

Minutes of the Meeting

The Career Counseling Cell meeting was held on 24-08-2023, at 1.30 PM in the Conference room of Principal.

Agenda:

1. To discuss about the Awareness and Orientation Programs.
2. To interact with resource persons for Awareness Programs.
3. Schedules for Awareness & Orientations Programs.

Members Present

S. NO	NAME OF THE COMMITTEE MEMBER	ROLE
1	Dr. K. Ravi Shankar	Chairman
2	Dr. K. Ramakrishna	Convener
3	S.Amala	Member
4	B.V.Renuka sai sree	Member
5	P. Titus (203H1R0041)	Member
6	S.Anil kumar (203H1R0046)	Member
7	Divesh Singh (203H1R0066)	Member
8	K.G.S.N.Pranathi (213H1R0023)	Member

Co-ordinator



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Aditya College of Pharmacy
SURAMPALEM- 533 437



ADITYA COLLEGE OF PHARMACY




(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G. Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

The following resolutions were taken as per the agenda.

1. To discuss and prepare the standard operating procedure (SOP)
2. To provide Information about various career opportunities available in this competitive world.
3. To discuss about inviting companies to interact with students.
4. To plan industry-relevant training to the students to match job requirements.
5. To provide Awareness programs and orientation Programs such as GPAT, CAT, IELTS, TOEFL, GRE etc.
6. To plan program on interview skills, personality development, communication skills, leadership skills, resume writing, analytical skills, quantitative ability, verbal, and reasoning skills, this is essential to all competitive exams.
7. To provide various job advertisements coming in employment news opportunities and career columns in leading newspapers.
8. To talk about providing Information regarding further course prerequisites, financial aid, academic planning, entrance examinations etc.


Co-ordinator


PRINCIPAL



PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437

**WOMEN
EMPOWERMENT
COMMITTEE**



DITYA COLLEGE OF PHARMACY



(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)

Website: www.acop.edu.in, Email: office@acop.edu.in

Ref: ACOP/WEC/2023-2024/CO3

Date:05/06/2023

WOMEN EMPOWERMENT COMMITTEE CONVENING ORDER 2023-24

The Principal has constituted the Women Empowerment Committee with the following members for the academic year 2023-24 to make necessary arrangements .

S.No	Name of Faculty Member	Designation	Position	Signature
1	Dr.K.Ravi Shankar	Principal	Chairman	
2	Dr.P.Vineela	Assistant Professor	Convenor	
3	Dr.Anju K Abraham	Assistant Professor	Member	
4	B.Hema Kiranmayi	Assistant Professor	Member	
5	Chinta Aneela	Associate Professor	Member	
6	Arumilli Swetha	Associate Professor	Member	
7	A.Sree Gayatri	Associate Professor	Member	
8	T.Lalithya (203H1R0021)	Student	Member	
9	G.Priyanka	Student	Member	
10	P.Satvika	Student	Member	

CO-ORDINATOR

PRINCIPAL



ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)

Website: www.acop.edu.in, Email: office@acop.edu.in



Ref: ACOP/WEC/2023-24/Cir-04

Date: 08-06-2023

It is hereby informed that members of Women Empowerment Committee should attend the meeting in the Principal's chamber at 02:30PM on 09-06-2023 to discuss about the gender sensitization and awareness Programmes for 2023-24 academic year. It is expected that all the committee members should attend the meeting without fail.

Resolutions:

1. Educate the students and faculty about Nutrition Requirements for Women
2. Discussion about gender sensitization and awareness programmes for the academic year 2023-24

COPY TO

1. All the committee members
2. IQAC

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Aditya College of Pharmacy
SURAMPALEM-533 437



ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)

Website: www.acop.edu.in, Email: office@acop.edu.in



Ref: ACOP/WEC/2023-24/MOM-04

Date: 09-06-2023

Minutes of Meeting

The meeting of Women empowerment Committee was held on 09-06-2023 at 2.30PM in Principal's chamber.

The chairman welcomed all the members of cell and discussed the intimated agenda. On through discussions of committee resolved the following points

1. Newly admitted girl students were given information regarding Women empowerment Committee and its functions. „
2. Problems related to Academics were discussed with the students
3. Awareness Programme on impact of Diet on health, Menstrual hygiene and health management etc... was conducted to the students

Meeting ended with vote of Thanks by Chairman.

**NATIONAL
SERVICE SCHEME
COMMITTEE**

ADITYA

COLLEGE OF PHARMACY

Approved by AICTE & PCI - NEW DELHI, Affiliated to JNTUK KAKINADA
(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Sciences & Research)

Ph: 99498 76664
Email: office@acop.edu.in
Website: www.acop.edu.in

Ref: ACOP/NSS/2023-24/CO

NATIONAL SERVICE SCHEME UNIT-CONVEYING ORDER

A.Y 2023-2024

The Principal has constituted the NSS Unit with following members for the academic year 2023-2024.

SNO	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	ROLE
1	Dr. K. Ravi Shankar	Principal	Chairman
2	K.Sruthi	Asst.Professor	Co-ordinator-1
3	M.Sesha Sai Durga	Asst.Professor	Co-ordinator-2
4	M.Vinny Theressa	Asst.Professor	Member
5	B.Renuka	Asst.Professor	Member
6	K.G.S .Pranathi (213H1R0023)	Student	Member
7	Adapa Saila Bhanu (223H1T0002)	Student	Member
8	Samyuktha (223H1R00 85)	Student	Member
9	N.Jyothi (223H1R0040)	Student	Member
10	P.Diya (213H1R0027)	Student	Member
11	Arbud D (223H1T0004)	Student	Member

Copy To:-

1.All the members of the committee

2.IQAC

K. Sruthi
NSS CO-ORDINATOR
NSS Coordinator
Aditya College of Pharmacy
SURAMPALEM



Amir
PRINCIPAL
PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-523 100

ANTI-RAGGING COMMITTEE

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE & PCI)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)

Website:www.acop.edu.in, Email:office@acop.edu.in

Dt. 19-06-2023

Proceedings of the Principal, Aditya College of Pharmacy, Surampalem

Sub: ACPS, Surampalem – Constitution of Anti-Ragging Committee for the academic year 2023-2024 Orders – Issued – Reg.

* * *

The undersigned is pleased to constitute an Anti - Ragging Committee with the following members for the academic year 2023-2024 to prevent Ragging activities in and outside the campus.

- **Chairman**

- Dr. K.Ravi Shankar, Principal

- 9000576662

- **Convener**

- Ms. M.Vinny Therissa, Asst.Professor

- 9121667124

- **Members**

- Mrs. N.Divya, Assoc. Prof, Dept of Pharmaceutical Analysis

- 7660003187

- Mrs.Sesha sai durga, Asst. Prof, Dept of Pharmaceutics

- 8985950224

- Mr.B.Raju, Asst. Prof, Dept of Pharmaceutical Chemistry

- 9603213353

- **Student Members**

- Salahu Kabiraj (203H1R0055), IV B.Pharmacy

- M.Purna Rajeena (203H1T0015), IV Pharm D

- P.Neeraja (213H1R0079), III B.Pharmacy

- Sh.Anwar basha (213H1T0022), III Pharm D

PRINCIPAL

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Aditya College of Pharmacy
SURAMPALEM- 533 437



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(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)

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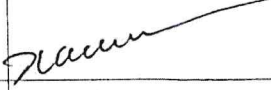
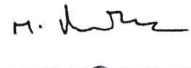
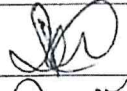
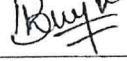
Dt. 03-07-2023

Proceedings of the Principal, Aditya College of Pharmacy, Surampalem

Sub: ACPS, Surampalem – Constitution of Anti-Ragging Squads Committee for the academic year 2023-2024 - Orders – Issued – Reg.

* * *

The undersigned is pleased to constitute Anti-Ragging Squads Committee with the following members for the academic year 2023-2024 to prevent Ragging activities in and outside the campus.

S.No.	Name of Faculty Member	Designation & Dept	Contact no.	Signature
1.	Dr. K.Ravi Shankar	Principal & Chairman	9000576662	
2.	M.Vinny Therissa	Convener	9121667124	
3.	Dr.K.Ramakrishna	Assoc. Prof, Dept of Pharmaceutical Chemistry	8639002189	
4.	Mrs.V.Bhargavi	Asst. Prof, Dept of Pharmacology	8142027795	




PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM 533 437



ADITYA COLLEGE OF PHARMACY(A) (An Autonomous Institution)

Approved by PCI, New Delhi, *Permanently Affiliated to JNTUK, Kakinada
Accredited by NAAC A Grade and CGPA of 3.24

Recognized by UGC Under Sections 2(f) of the UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P
Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date: 07-08-2023

PROPOSAL LETTER

To,

The Principal,

Aditya College of Pharmacy,

Surampalem.

Subject: Requesting permission to conduct the Elocution on the topic "The Role of Senior Students in Preventing Ragging".

Respected Sir,

I, as the coordinator of the Anti-ragging committee, am writing to propose the conduction of an elocution competition titled " The Role of Senior Students in Preventing Ragging" at our institution on **Anti ragging day 12th August**. The main aim of conducting the elocution competition is to encourage positive mentorship and leadership among seniors.

I kindly request your permission and support to proceed with this competition by utilizing the facilities.

Thanking you sir,



Yours sincerely,

Ms. M. Vinny Therissa,

COORDINATOR,

ANTI-RAGGING COMMITTEE.

PRINCIPAL
Aditya College of Pharmacy
SURAMPALAM-533 437



ADITYA COLLEGE OF PHARMACY(A)

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Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P

Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date: 07-08-2023

CIRCULAR

This is to inform all the students that, Anti Ragging Committee is organizing an Elocution competition on "The Role of Senior Students in Preventing Ragging" on 12-08-2023 in seminar hall. The students who are having interest to participate in this competition enrol your names at class teachers and gather at seminar hall by 11.00AM on 12-08-2023.



[Signature]
PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437



ADITYA COLLEGE OF PHARMACY(A)

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Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P

Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date: 13-08-2023

Report on Elocution competition on "The Role of Senior Students in Preventing Ragging"

Programme: Elocution competition on "The Role of Senior Students in Preventing Ragging"

Date: 12-08-2023

Number of students attended: 35

Name of the Coordinator: Ms.M.Vinny Therissa

Aditya college of Pharmacy Anti-Ragging Committee organized an elocution competition on Antiragging day i.e, 12th August,2023 focusing on "The Role of Senior Students in Preventing Ragging." This event was part of the university's ongoing efforts to foster a safe and inclusive environment for all students. The competition aimed to highlight the critical role senior students play in curbing ragging and promoting a culture of respect and support.

The competition attracted 15 participants from various departments across the university. The audience included students, faculty members, administrative staff, and members of the Anti-Ragging Committee, all demonstrating a shared commitment to addressing the issue of ragging on campus.

Participants delivered speeches of 5 to 7 minutes, presenting their views on how senior students can prevent ragging. The speeches were judged on content, delivery, and overall impact. Key themes from the speeches included: Positive Interaction and Mentorship, Role Modeling and Setting Standards, Awareness and Vigilance, Supportive Environment, Collaboration with Administration.



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Aditya College of Pharmacy
SURAMPALEM-533 437



ADITYA COLLEGE OF PHARMACY(A)

(An Autonomous Institution)

Approved by PCI, New Delhi, *Permanently Affiliated to JNTUK, Kakinada

Accredited by NAAC A Grade and CGPA of 3.24

Recognized by UGC Under Sections 2(f) of the UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P

Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date: 24-02-2024

PROPOSAL LETTER

To,

The Principal,

Aditya College of Pharmacy,

Surampalem.

Subject: Requesting permission to conduct the seminar on "Combatting Ragging by understanding the Antiragging Act and Offences".

Respected Sir,

I, as the coordinator of the Anti-ragging committee, am writing to propose the organization of a seminar titled "Combatting Ragging by Understanding the Antiragging Act and Offences" at our institution on **March 1st, 2024**. The primary goal of the seminar is to furnish students with a thorough understanding of the Antiragging Act and the assorted offences linked with ragging. By enhancing awareness of the legal framework and consequences, our aim is to enable students to identify, prevent, and report ragging incidents effectively.

I kindly request your permission and support to proceed with organizing this seminar.

Yours sincerely,

Ms. M. Vinny Therissa,

COORDINATOR,

ANTI-RAGGING COMMITTEE.

Permanian granted.

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Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date: 26-02-2024

CIRCULAR

This is to inform that all the students that Anti Ragging Committee is organizing a seminar on "Combatting Ragging by understanding the Antiragging Act and Offences" on 01-03-2024 in seminar hall. All the students are requested to attend the seminar without fail.

Dhanu Challa

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Aditya College of Pharmacy
SURAMPALEM- 533 437



Dr. K RAVI SANKAR a <principal@acop.edu.in>

Invitation for Seminar - Reg

1 message

Dr. K RAVI SANKAR a <principal@acop.edu.in>
To: Satya Ravi <Satyaravi414@gmail.com>

Sat, Feb 24, 2024 at 10:52 AM

To
Mrs. Yarlagadda Satyambika,
M.Pharm, LLB.,
Advocate,
Kakinada Bar Association,
Kakinada.

Dear Madam,


Trust this mail finds in good health, it is our privilege to write to you and extend this warm invitation to be a resource person to give a Seminar to our students about Anti Ragging Act and offences. The earliest possible response from you informing us about the convenient date and time would be highly appreciated.

Thanks & Regards,

Dr. K. Ravi Shankar

Principal

Aditya College of Pharmacy

 Y. Satyaambika.pdf
245K

ADITYA

COLLEGE OF PHARMACY

Approved by AICTE & PCI - NEW DELHI, Affiliated to JNTUK KAKINADA
(Formerly known as Sri Sai Aditya Institute of Pharmaceutical Science & Research)

Ph: 99498 76664
Email: office@acop.edu.in
Website: www.acop.edu.in

Date: 24.02.2024

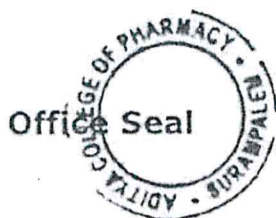
To
Mrs. Yarlagadda Satyambika,
M.Pharm, LLB.,
Advocate,
Kakinada Bar Association,
Kakinada.

Dear Madam,

Trust this mail finds in good health, it is our privilege to write to you and extend this warm invitation to be a resource person to give a Seminar to our students about Anti Ragging Act and offences. The earliest possible response from you informing us about the convenient date and time would be highly appreciated.

Thanking you for your kind cooperation,

With Regards



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Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date: 02-03-2024

Report on seminar: "Combatting Ragging by understanding the Antiragging Act and Offences".

Programme: Seminar on "Combatting Ragging by understanding the Antiragging Act and Offences"

Date: 01-03-2024

Number of students attended: 73

Name of the Speaker: Yarlagadda Satyambika, M.Pharm., L.L.B.,

Advocate in Kakinada Bar Association.

On 01-03-2024, a seminar titled "Combatting Ragging by understanding the Antiragging Act and Offences" was conducted at Aditya college of Pharmacy Seminar Hall. The seminar aimed to address the pressing issue of ragging in educational institutions by providing insights into the legal framework established to combat such behaviors.

A comprehensive presentation on the Antiragging Act and associated offenses was delivered by Yarlagadda Satyambika. The presentation delineated the provisions of the Act, including the definition of ragging, penalties for offenders, and the responsibility of educational institutions in prevention and reporting. Attendees gained a deeper understanding of the legal ramifications of engaging in ragging activities.

Key takeaways from the seminar included increased legal awareness among students, collaborative efforts to address ragging, and the importance of preventive measures in creating a safe learning environment. The seminar concluded with a call for sustained action and advocacy to eliminate ragging from educational institutions.



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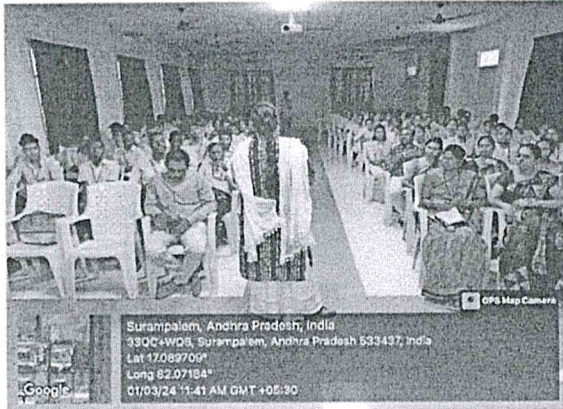
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Surampalem, Andhra Pradesh, India
33QC+WQ8, Surampalem, Andhra Pradesh 533437, India
Lat 17.089709°
Long 82.07184°
01/03/24 11:41 AM GMT +05:30



Surampalem, Andhra Pradesh, India
33QC+WQ8, Surampalem, Andhra Pradesh 533437, India
Lat 17.089709°
Long 82.07184°
01/03/24 11:43 AM GMT +05:30



Surampalem, Andhra Pradesh, India
ADB Road, Aditya Nagar, East-Godavari, Surampalem, Andhra Pradesh 533437, India
Lat 17.089597°
Long 82.071105°
01/03/24 12:15 PM GMT +05:30



Surampalem, Andhra Pradesh, India
33QC+H17, ADB Rd, Surampalem, Andhra Pradesh 533437, India
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SURAMPALAM- 533 437

**INTERNAL
COMPLAINT
COMMITTEE**

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)
(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)
Website:www.acop.edu.in, Email:office@acop.edu.in

Dt. 07-07-2023

Proceedings of the Principal, Aditya College of Pharmacy, Surampalem

Sub: ACPS, Surampalem – Constitution of Internal Complaint Committee for the academic year 2023 -2024 Orders – Issued – Reg.

* * *

The undersigned is pleased to constitute an Internal Complaint Committee with the following members for the academic year 2023 -2024 to receive and redress complaints on sexual harassment in and outside the campus.

- ICC Presiding Officer

- Mrs. A. swetha, Asst. Prof, Dept of Pharmaceutics 8374020373

- Members

- Mrs B.N.B Vaidehi, Assoc. Prof, Dept of Pharmaceutical 9493747698
- Dr. N.Divya, Assoc. Prof, Dept of Pharmaceutical Analysis 7660003187
- K. Vedavathi, Office Incharge 7288818247
- K. Swathi, Lab Technician 9705276665

- Student Members

- Ch. Kalyani(203H1R0009), IV B.Pharmacy
- O. Kavya(203H1R0083), IV B.Pharmacy
- S. Srilakshmi(193H1T0019), V Pharm. D



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Website:www.acop.edu.in, Email:office@acop.edu.in

Date: 08-07-2023

CIRCULAR

A meeting of the Internal Complaint Committee will be held on 09-07-2023 at 2:00PM in the Seminar Hall of Aditya college of pharmacy. All the members of the Internal Complaint Committee are requested to attend the meeting without fail.

AGENDA

- Introduce new members of the committee.
- Addressing the new members about the role they need to perform
- The mechanism of ICC was explained along with its significance.
- Plan to conduct awareness program and Elocution for students and staff.

The following members of Internal Complaint Committee attended the meeting:

S. No.	Name of Faculty Member	Designation	Position	Signature
1.	Mrs. A. Swetha	AssistantProfessor	Presiding Officer	<i>A. Swetha</i>
2.	Mrs. B.N.B. Vaidehi	Associate Professor	Coordinator-1	<i>B.N.B. Vaidehi</i>
3.	Mrs. N. Divya	Associate Professor	Coordinator-2	<i>N. Divya</i>
4.	Mrs. K. Vedavathi	Office Incharge	Member	<i>K. Vedavathi</i>
5.	Mrs. K. Swathi	Lab Technician	Member	<i>K. Swathi</i>
6.	M.Rupika Reddy(203H1R0076)	Student	Member	<i>M.Rupika Reddy</i>
7.	Ch. Srikalyani(203H1R0009)	Student	Member	<i>Ch. Srikalyani</i>
8.	S. Srilakshmi(193H1T0019)	Student	Member	<i>S. Srilakshmi</i>

A. Swetha
ICC Presiding Officer

Principal
Principal



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(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)

Website:www.acop.edu.in, Email:office@acop.edu.in

Date: 09-07-2023

MINUTES OF MEETING OF THE INTERNAL COMPLAINT COMMITTEE HELD ON Dt: 09-07-2023 AT 2:00PM

A meeting of Internal Complaint Committee was held on 09-07-2023 at 2:00pm in the Seminar Hall of Aditya college of Pharmacy. Dr. K.Ravi Shankar, Chairman presided over the meeting.

AGENDA

- Introduce new members of the committee.
- Addressing the new members about the role they need to perform
- The mechanism of ICC was explained along with its significance.
- Plan to conduct awareness program and elocution for students and staff.

MINUTES

- The presiding officer introduced the new members of the committee.
- The mechanism of ICC was explained along with its significance.
- The plan to conduct various awareness program was unanimously accepted by all.

The following members of Internal Complaint Committee attended the meeting:

S.No.	Name of Faculty Member	Designation	Position	Signature
1.	Mrs. A. Swetha	Assistant Professor	Presiding Officer	<i>A. Swetha</i>
2.	Mrs. B.N.B. Vaidehi	Associate Professor	Coordinator-1	<i>B.N.B. Vaidehi</i>
3.	Mrs. N. Divya	Associate Professor	Coordinator-2	<i>N. Divya</i>
4.	Mrs. K. Vedavathi	Office Incharge	Member	<i>K. Vedavathi</i>
5.	Mrs. K. Swathi	Lab Technician	Member	<i>K. Swathi</i>
6.	M.Rupika Reddy(203H1R0076)	Student	Member	<i>Rupika Reddy</i>
7.	Ch. Srikalyani(203H1R0009)	Student	Member	<i>Kalyani</i>
8.	S. Sriakshmi(193H1T0019)	Student	Member	<i>S. Sriakshmi</i>

A. Swetha
ICC Presiding Officer



K. Ravi Shankar
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SURAMPALEM- 533 437

CULTURAL COMMITTEE



ADITYA COLLEGE OF PHARMACY



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Accredited with NAAC -A Grade with 3.24 CGPA

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, Kakinada Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

Date: 12/07/2023

Cultural Committee Meeting

This to inform all the members of Department of Advisory Board Meeting of Aditya College of Pharmacy, to attend the meeting on 15/07/2023 at 1:00 pm held by the Chairman Dr. K. Ravi Shankar in the Board room Chamber.

AGENDA

1. Activities
2. Rules and Regulations
3. Necessary steps to be followed
4. General

Minutes of Meeting of Cultural Committee Meeting held on 15/07/2023. Minutes of the meeting of the Department of Advisory Board of Aditya College of Pharmacy, A.P, held on 15/07/2023 at 1:00 pm in the board room Chamber.

Members Present:

S.no.	Name	Designation	Signature
1.	Dr. K. Ravi Shankar	Chairman & principal	
2.	N. Sree Gayatri	Convener	
3.	K. Sai Priyanka	Member	
4.	B. Hema Kiranmayi	Member	
5.	B. V. Renuka Sai Sri	Member	
6.	Lakshmi lalithya 203H1R0048	Member	
7.	P. Bhaskarudu 203H1R0005	Student Member	
8.	R. Bharath kumar 203H1R0044	Student Member	
9.	S. Rahitya 213H1R0084	Student Member	
10.	G. Priyanka 203H1T0004	Student Member	

The meeting of the cultural Committee commenced with a welcome by Dr. K. Ravi Shankar, the Chairman of the cultural Committee. The cultural coordinator N. Sree Gayatri has extended his cordial welcome to all the members.

Objectives of the Committee :

1. General body meeting
2. Discussed about the Cultural events to be celebrated during the academic year 2023-24.
3. Encouraging students participation in the event
4. Discussing about transportation facility for participants

Resolution:

- To track the activities of the year 2023 -2024
- Preparing the finalized Schedule of Events to be organised
- Activity progress
- Judges allocation for final cultural competition & quiz competition.
- Taking cultural spot registration with prime importance.

Agenda:

1. The chairman along with the convener & members of the committee discussed the progress of Cultural events to be celebrated.
2. Committee members (staff & student) rechecked the prepared & finalized schedule of the 1-day Programme
3. The chairman & the convenor of the committee discussed with the staff members & student members of the committee regarding the progress of all activities
4. Cultural committee members are advised to complete the screening of cultural programs 4 days prior the commencement of the event and also conclude the program with prize distribution.
5. Spot registration is also to be taken care of and the students & faculty for spot registration have to be accompanied for the venue I.e., seminar hall / cultural practice areas.



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Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date: 30/12/2023

Cultural Committee Meeting

This to inform all the members of Department of Advisory Board Meeting of Aditya College of Pharmacy, to attend the meeting on 02/01/2024 at 1:00 pm held by the Chairman Dr. K. Ravi Shankar in the Board room Chamber.

AGENDA

1. Activities
2. Rules and Regulations
3. Necessary steps to be followed
4. General

Minutes of Meeting of Cultural Committee Meeting held on 02/01/2024. Minutes of the meeting of the Department of Advisory Board of Aditya College of Pharmacy, A.P, held on 02/01/2024 at 1:00 pm in the Board room Chamber.

Members Present:

S.no.	Name	Designation	Signature
1.	Dr. K. Ravi Shankar	Chairman & principal	
2.	N. Sree Gayatri	Convener	
3.	K. Sai Priyanka	Member	
4.	B. Hema Kiranmayi	Member	
5.	B. V. Renuka Sai Sri	Member	
6.	Lakshmi lalithya 203H1R0048	Member	
7.	P. Bhaskarudu 203H1R0005	Student Member	
8.	R. Bharath kumar 203H1R0044	Student Member	
9.	S. Rahitya 213H1R0084	Student Member	
10.	G. Priyanka 203H1T0004	Student Member	

The meeting of the cultural Committee commenced with a welcome by Dr. K. Ravi Shankar, the Chairman of the cultural Committee. The cultural coordinator N. Sree Gayatri has extended his cordial welcome to all the members.

Objectives of the Committee :

1. General body meeting
2. Discussed about the Cultural events to be celebrated during the academic year 2023-24.
3. Encouraging students participation in the event
4. Discussing about transportation facility for participants

Resolution:

- To track the activities of the year 2023 -2024
- Preparing the finalized Schedule of Events to be organised
- Activity progress
- Judges allocation for final cultural competetion & quiz competetion.
- Taking cultural spot registration with prime importance.

Agenda:

1. The chairman along with the convener & members of the committee discussed the progress of Cultural events to be celebrated.
2. Committee members (staff & student) rechecked the prepared & finalized schedule of the 1-day Programme
3. The chairman & the convenor of the committee discussed with the staff members & student members of the committee regarding the progress of all activities
4. Cultural committee members are advised to complete the screening of cultural programs 4 days prior the commencement of the event and also conclude the program with prize distribution.
5. Spot registration is also to be taken care of and the students & faculty for spot registration have to be accompanied for the venue I.e., seminar hall / cultural practice areas.


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SURAMPALEM- 533 431

SPORTS COMMITTEE



ADITYA COLLEGE OF PHARMACY



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Accredited with NAAC -A Grade with 3.24 CGPA

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, Kakinada Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

SPORTS COMMITTEE CONVENING ORDER FOR 2023-2024

05-07-2023

Members of sports committee during the Academic year 2023-2024. And are responsible for sports activities at college level listed below

S. No	Name of the committee member	Designation	Role
1	Dr. K. Ravi Shankar	Principal	Chairman
2	K. Sai Priyanka	Assistant professor	Convener
3	N. Sree Gayatri	Associate professor	Member
4	B. Raju	Associate professor	Member
5	Ch. Kiran Kumar	Physical director	Member
6	N. Sathish(203H1R0032)	Student secretary	Member
7	P. Namratha Ragha (203H1R0039)	Student	Member
8	S. Pushpa (203H1R0047)	Student	Member
9	S. Pooja (203H1T0019)	Student	Member
10	Sankalpa Malick (213H1R0085)	Student	Member



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Website: www.acop.edu.in, Email: office@acop.edu.in

05-01-2024

Sports Committee Meeting

This to inform all the members of Sports Committee of Aditya College of Pharmacy, to attend the meeting on 24-01-24 at 1:00 pm headed by the Chairman Dr. K. Ravi Shankar in the Principal Chamber.

AGENDA

1. Activities
2. Rules and Regulations
3. Necessary steps to be followed
4. General

Members are expected to attend the meeting

S. No	Name	Designation
1.	Dr. K. Ravi Shankar	Chairman
2.	K. Sai Priyanka	Convener
3.	N. Sree Gayatri	Member
4.	B. Raju	Member
5.	Ch. Kiran Kumar	PD
6.	N. Sathish (203H1R0032)	Student Secretary



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Website: www.acop.edu.in, Email: office@acop.edu.in

23-01-2024

Minutes of Meeting of Sports Committee

Minutes of the meeting of the Sports Committee of Aditya College of Pharmacy, A.P, Held on 24-01-2024 at 1:00 pm in the Principal Chamber.

Members Present:

S. No	Name	Designation	Signature
1.	Dr. K. Ravi Shankar	Chairman	
2.	K. Sai Priyanka	Convener	
3.	N. Sree Gayatri	Member	
4.	B. Raju	Member	
5.	Ch. Kiran Kumar	PD	
6.	N. Sathish (203H1R0032)	Student secretary	

The meeting of the Sports Committee commenced with a welcome by Dr. K. Ravi Shankar sir, the Chairman of the Sports Committee. Sports committee convener K. Sai Priyanka has extended her cordial welcome to all the members.

Objectives of the Committee:

1. To create healthy, mentally and physically fit body and mind for every Students to ascertain their dynamic future
2. To provide an environment for physical development of the students.
3. To provide opportunity to the students to showcase their talent in sports field.
4. To promote sportsmanship among students by organizing various sports activities
5. To develop team spirit among the students



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Website: www.acop.edu.in, Email: office@acop.edu.in

Duties and Responsibilities:

- 1 Coordination with the Student Sports Secretary
 - A. Keeping stock of previous and current years' sports goods.
 - B. Place order for sports goods on basis of quotations procured.
 - C. Arranging the venues for sports events.
 - D. Drawing plans for various sports.
2. Consultation with the Principal
 - A. Obtaining permission to hold sports events in the college campus.
 - B. To conduct intra-oriented- college sports events.
 - C. To obtain sanction for Entry/Registration Fees to participate in various sportsevents.
 - D. To maintain attendance of students who participate in sports events.
3. Sorting out any sports related issues (team selections, objections, quarrels etc)
4. Maintaining reports of sports events participated outdoor or in the college. This is especially important from the Annual Day point of view, as the information is requiredfor the Principal's Report and Prize Distribution Ceremony.
5. The schedule events/planner for the academic year in consultation with the Student'sSports Committee.
6. Maintaining discipline in all events happening in and outside the college.



[Signature]
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Website: www.acop.edu.in, Email: office@acop.edu.in

05-07-2023

Sports Committee Meeting

This to inform all the members of Sports Committee of Aditya College of Pharmacy, to attend the meeting on 07-07-2023 at 1:00 pm headed by the Chairman Dr. K. Ravi Shankar in the Principal Chamber.

AGENDA

1. Activities
2. Rules and Regulations
3. Necessary steps to be followed
4. General

Members are expected to attend the meeting

S. No	Name	Designation
1.	Dr. K. Ravi Shankar	Chairman
2.	K. Sai Priyanka	Convener
3.	N. Sree Gayatri	Member
4.	B. Raju	Member
5.	Ch. Kiran Kumar	PD
6.	N. Sathish(203H1R0032)	Student Secretary



ADITYA COLLEGE OF PHARMACY



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Website: www.acop.edu.in, Email: office@acop.edu.in

08-07-2023

MINUTES OF MEETING OF SPORTS COMMITTEE

Minutes of the meeting of the Sports Committee of Aditya College of Pharmacy, A.P, Held on 07-07-2023 at 1:00 pm in the Principal Chamber.

Members Present:

S. No	Name	Designation	Signature
1.	Dr. K. Ravi Shankar	Chairman	
2.	K. Sai Priyanka	Convener	
3.	N. Sree Gayatri	Member	
4.	B. Raju	Member	
5.	Ch. Kiran Kumar	PD	
6.	N. Sathish (203H1R0032)	Student secretary	

The meeting of the Sports Committee commenced with a welcome by Dr. K. Ravi Shankar sir, the Chairman of the Sports Committee. Sports committee convener K. Sai Priyanka has extended her cordial welcome to all the members.

Objectives of the Committee:

1. To create healthy, mentally and physically fit body and mind for every Students to ascertain their dynamic future
2. To provide an environment for physical development of the students.
3. To provide opportunity to the students to showcase their talent in sports field.
4. To promote sportsmanship among students by organizing various sports activities
5. To develop team spirit among the students



ADITYA COLLEGE OF PHARMACY



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Accredited by NAAC-A Grade with 3.24 CGPA

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, Kakinada Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

Duties and Responsibilities:

- 1 Coordination with the Student Sports Secretary
 - A. Keeping stock of previous and current years' sports goods.
 - B. Place order for sports goods on basis of quotations procured.
 - C. Arranging the venues for sports events.
 - D. Drawing plans for various sports.
2. Consultation with the Principal
 - A. Obtaining permission to hold sports events in the college campus.
 - B. To conduct intra-oriented- college sports events.
 - C. To obtain sanction for Entry/Registration Fees to participate in various sportsevents.
 - D. To maintain attendance of students who participate in sports events.
3. Sorting out any sports related issues (team selections, objections, quarrels etc)
4. Maintaining reports of sports events participated outdoor or in the college. This is especially important from the Annual Day point of view, as the information is requiredfor the Principal's Report and Prize Distribution Ceremony.
5. The schedule events/planner for the academic year in consultation with the Student'sSports Committee.
6. Maintaining discipline in all events happening in and outside the college.



[Signature]
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TRAINING AND PLACEMENT CELL



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Website: www.acop.edu.in, Email: office@acop.edu.in

Ref: ACOP/Training and Placement Committee/2023-2024/COM

Date: 27/07/2023

TRAINING AND PLACEMENT COMMITTEE

AY (2023-2024)

Principal has constituted the training and placement committee with the following members for the academic year 2023-2024.

S. No.	Name of the committee member	Designation	Position
1	Dr. K. Ravi Shankar	Principal & Professor	Chairman
2	Mr. B Raju	Assistant Professor	Coordinator
3	Mrs. Divya Narla	Associate Professor	Member
4	Mr. S P N Kumar	Assistant Professor	Member
5	Y. Vijaya Durga	Student (Pharm.D.)	Student Member
6	B. Amarendra babu	Student (M.Pharm.)	Student Member
7	R. Bharat Kumar	Student (B.Pharm.)	Student Member



Copy to

1) Committee members

2) IQAC

Suman Chandra
Principal
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SURAMPALEM-533 437



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(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, Kakinada Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

Ref: ACOP/Training and Placements Committee/2023-2024/Circular

Date: 07/08/2023

CIRCULAR

The training and placement committee (TPC) members are informed that the meeting will be held on 11/08/2023. The meeting will be held in seminar hall from 3P.M onwards. All the committee members are requested to attend the meeting without fail.

Agenda:

1. Introduction of the members of training and placement committee (TPC).
2. Discussion on SOPs.
3. Collection of information regarding training and placements.
4. Discussion training and placement details of previous academic year.
5. Discussion on increase in number of placements in when compare with the previous academic year.
6. Discussion on increase in number of training programs in when compare with the previous academic year.
7. Review and Suggestions.
8. Fixing of date of next meeting.



Devi Chandra

PRINCIPAL
PRINCIPAL

Aditya College of Pharmacy,
SURAMPALEM-533437

Copy to:

IQAC

Committee members



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Website: www.acop.edu.in, Email: office@acop.edu.in

Ref: ACOP/Training and Placements Committee /2023-2024/Minutes

Date: 11/08/2023

TRAINING AND PLACEMENT COMMITTEE

MEETINGS MINUTE

AY (2023-2024)

Date of the meeting	Venue	Time	Reference
12/08/2022	Seminar Hall	3 p.m.	ACOP/Training and placement committee2023-2024/Circular dated 07/08/2023

Agenda:

1. Introduction of the members of Training and placement committee.
2. Discussion on SOPs.
3. Discussion on events to be conduct for the academic year 2023-24.
4. Discussion on plan for the events to be conduct
5. Discussion on increase in number of placements
6. Any other



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Website: www.acop.edu.in, Email: office@acop.edu.in

The list of training and placement members who attended the meeting

S. No.	Name of the committee member	Designation	Position
1	Dr. K. Ravi Shankar	Principal & Professor	Chairman
2	Mr. B Raju	Assistant Professor	Coordinator
3	Mrs. Divya Narla	Associate Professor	Member
4	Mr. S P N Kumar	Assistant Professor	Member
5	Y. Vijaya Durga	Student (Pharm.D.)	Student Member
6	B. Amarendra babu	Student (M.Pharm.)	Student Member
7	R Bharat Kumar	Student (B.Pharm.)	Student Member

Minutes and Resolution:

1. The coordinator welcomes the all committee members
2. All the members introduced themselves
3. Discussed on the previous year's placements
4. The committee members discussed about the upcoming training and plan of placements events
5. Committee members discussed role of each member, for smooth conduction of events.

Copy to

Principal

IQAC

Committee members



Harman Chaudhary

PRINCIPAL

PRINCIPAL

Aditya College of Pharmacy
SURAMPALEM- 533 437

**INDUSTRY INSTITUTE
COLLABORATION
CELL**

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYANAGAR, ADBROAD, SURAMPALEM 533437, E.G.Dt, Ph.9949876664)

Website: www.acop.edu.in, Email: office@acop.edu.in

Date: 08-08-2023

Ref: ACOP/IICC/2023-24/CO

Industry Institute Collaboration Cell-Convening Order

AY 2023-2024 "

The Principal has constituted the college Industry Institute Collaboration Cell with the Following members for the academic year 2023-2024 to plan and make necessary collaborations with various Industries.

S.No	Name of the committee Members	Designation	Role
1.	Dr.K.Ravi Shankar	Principal	Chairman
2.	Mrs.A.Sree Geetha	Assoc.Professor	Convener
3.	Mrs.N.Divya	Assoc.Professor	Member
4.	Mrs.P.Vineela	Asst.Professor	Member
5.	Mrs.B.Hema Kiranmayi	Asst.Professor	Member
6.	Mr.SV Jayapal reddy	Industry member Hetero labs limited	Member
7.	K.Devi(611171701014)	Alumni	Member
8.	K. Pydiraju(610171701023)	Alumni	Member

Copy to:

1. All members of the Committee
2. IQAC



Principal

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(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664, 08852 200005)

Website: www.acop.edu.in Email: office@acop.edu.in

Date : 18-08-2023

Minutes of Meeting

Minutes of the first meeting held at 10.30 A.M on 18-08-2023 for the action plan of Industry Institutional Committee (IICC) for the academic year (AY) 2023-24. The chairman of the IICC Dr.K.Ravi Shankar occupied the chair and welcomed the IICC members.

Agenda of the meeting:

1. Inviting newly formed committee members.
2. Present activity analysis on IICC
3. Action plan for the AY 2023-24
4. Vote of thanks.

Agenda – 1 : Inviting newly formed committee members :

As per the IICC Convening order Chairman invited all the members of the IICC for the AY 2023-24 and updated the status of IICC Cell.

Agenda-2 : Present activity analysis on IICC :

In the recent AY 2023-24 Aditya College of Pharmacy ACOP has signed a MOU with Indian Biomedical Skill Council company (Visakhapatnam) and has conducted the following activities for various MoU's which are as follows :


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List of Active MoU's and the Activities for the AY-2023-24

S.No	Name of the organisation with which MoU is signed	Duration	Purpose	Outcome	Name of the Activity
1	Valsquare Consultancies Pvt Ltd.	Auto renewal	Industrial Training ,Skill development, and guest lectures	Students learn about Regulatory affairs	Guest lectures about regulatory affairs and compliance
2	Indian Healthcare BPO	Auto renewal	Industrial training	Skill development, Placements	Guest lectures and placement training
3	Electropro	5 years	Guest lectures, Training	Skill Development	e-Waste management
4	Msn Laboratories Private Limited	Auto renewal	Guest lectures, Industrial Training	Industrial exposure to GMP, Production and formulation	Guest Lectures,
5	Pharma Train	Auto renewal	Industrial Training ,Skill development, and guest lectures	Students learn about R& D	Guest Lecture
6	Novel Patent Services Private Limited	5 years	Seminar on Role of IPR in Pharmaceutical industry	Students learn about the importance of IPR	Seminar on Role of IPR in Pharmaceutical industry
7	Seldom Pharma Private Limited	Auto renewal	Industrial Training	Industrial exposure to GMP, Production and formulation	Industrial visit

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SURAMPALEM - 523 407

8	Chandra labs	Auto renewal	Industrial Training	Students learn about handling of HPLC,GC,IR,UV -Visible	Industrial training
9	Green park Biosciences	Auto renewal	Industrial visit and Training	Students trained about formulations	Industrial visit
10	Hetero Labs Limited	Auto renewal	Industrial visit and Training	Students trained about formulations	Campus drive, Guest lectures
11	G.S.L General hospital & Medical hospital	10 years	Clinical Training activities	Pharm-D students trained about clinical activities	Clinical Training activities and Internship
12	Indian Biomedical skill council	Auto renewal	Industrial visit and Training	Students learn about GMP	Industrial visit

Agenda -3 : Action plan for the AY 2023-24:

It is observed that there is an improvement in MoU's, and the conducted activities under the collaboration. Also new MoU's are signed for this academic year, so this year also need improvement in the number of MoU'S.

Agenda – 4 : Concluding Remarks

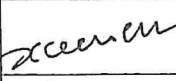

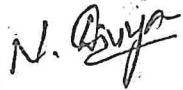
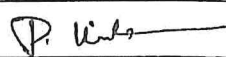


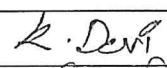
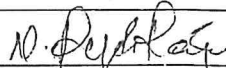
Chairman of the committee congratulates newly appointed committee members and it is resolved to initiate the collaboration in the form of MoU's.

Agenda – 5 : Vote of thanks.

The coordinator of IICC proposed vote of thanks by acknowledging all the staff members, all the IQAC members for their support to conduct various events in collaboration with the industry.

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SURAMPALM- 523497

S.No	Name of the	Designation	Role	Signature
------	-------------	-------------	------	-----------

S.No	committee member	DESIGNATION	ROLE	SIGNATURE
1.	Dr.K.Ravi Shankar	Principal	Chairman	
2.	Mrs.A.Sree Geetha	Associate Professor	Convenor	
3.	Dr.N.Divya	Associate Professor	Member	
4.	Mrs.P.Vineela	Asst Professor	Member	
5.	Mrs.Hema Kiranmayi	Asst Professor	Member	
6.	Mr.S.Jayapal Reddy	Industry Member SR GM-HR Hetero labs ltd	Member	
7.	K.Devi	Alumni	Member	
8.	K.Pydiraju	Alumni	Member	



Chairman

IICC

Industry Institute Collaboration Committee
Aditya College of Pharmacy
SURAMPalem- 533 437



ADITYA COLLEGE OF PHARMACY(A)

(An Autonomous Institution)

Approved by PCI, New Delhi, *Permanently Affiliated to JNTUK, Kakinada

Accredited by NAAC A Grade and CGPA of 3.24

Recognized by UGC Under Sections 2(f) of the UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P

Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date : 16-05-2024

Minutes of Meeting

Minutes of the first meeting held at 10.30 A.M on 15-05-2024 for preparing consolidated report of Industry Institutional Committee (IICC) for the academic year AY (2023-24).The chairman of IICC **Dr.K.Ravi Shankar** occupied the chair and welcome the IICC members.

Agenda of the meeting:


1. Inviting the committee members.
2. Annual report of the IICC for the AY 2023-24
3. Concluding remarks.
4. Vote of thanks.

Agenda – 1 : Inviting the committee members :

As per the IICC Convening order Chairman occupied the chair and the coordinator of the committee invited all the members of the IICC for the AY 2023-24 and updated the status of IICC Cell.

Agenda-2 : Annual report of the IICC for the AY 2023-24 :

In this AY 2023-24 Aditya College of Pharmacy ACOP has signed a MOU's with a company Indian Biomedical Skill Council and conducted activities for each of the signed MoU companies which are as follows :


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Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

S.No	Name of the organisation with which MoU is signed	Duration	Purpose	Outcome	Name of the Activity
1	Valsquare Consultancies Pvt Ltd.	Auto renewal	Industrial Training ,Skill development, and guest lectures	Students learn about Regulatory affairs	Guest lectures about regulatory affairs and compliance
2	Indian Healthcare BPO	Auto renewal	Industrial training	Skill development, Place ments	Guest lectures and placement training
3	Electropro	5 years	Guest lectures, Trainin g	Skill Development	e-Waste management
4	Misn Laboratories Private Limited	Auto renewal	Guest lectures, Industri al Training	Industrial exposure to GMP, Production and formulation	Guest Lectures,
5	Pharma train	Auto renewal	Industrial Training ,Skill development, and guest lectures	Students learn about R& D	Guest Lecture
6	Novel Patent Services Private Limited	5 years	Seminar on Role of IPR in Pharmaceutical industry	Students learn about the importance of IPR	Seminar on Role of IPR in Pharmaceutical industry

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SURAMPATEM-533437



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7	Seldom Pharma Private Limited	Auto renewal	Industrial Training	Industrial exposure to GMP, Production and formulation	Industrial visit
8	Chandra labs	Auto renewal	Industrial Training	Students learn about handling of HPLC, GC, IR, UV-Visible	Industrial training
9	Green park Biosciences	Auto renewal	Industrial visit and Training	Students trained about formulations	Industrial visit
10	Heteron Labs Limited	Auto renewal	Industrial visit and Training	Students trained about formulations	Campus drive, Guest lectures
11	G.S.L General hospital & Medical hospital	10 years	Clinical Training activities	Pharm-D students trained about clinical activities	Clinical Training activities and Internship
12	Indian Biomedical skill council	Auto renewal	Industrial visit and Training	Students learn about GMP	Industrial visit

Agenda -3 : Concluding remarks :

It is resolved that more an interaction with industry and academics is to be improved. MoU's with the organization was improved. Copy of the minutes of the meeting (MoM) is sent to IQAC for their consideration.

Chairman of the committee congratulates newly appointed committee members and it is resolved to initiate the collaboration in the form of MoU's.

[Signature]
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Aditya College of Pharmacy
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Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Agenda – 5 : Vote of thanks

The coordinator of IICC proposed vote of thanks by acknowledging all the staff members , all the IQAC members for their support to conduct various events in collaboration with the industry.

S.No	Name of the committee member	Designation	Role	Signature
1.	Dr.K.Ravi Shankar	Principal	Chairman	<i>[Signature]</i>
2.	Mrs.A.Sree Geetha	Associate Professor	Convenor	<i>[Signature]</i>
3	Dr.N.Divya	Associate Professor	Member	<i>[Signature]</i>
4.	Mrs.P.Vineela	Asst Professor	Member	<i>[Signature]</i>
5	Mrs.Hema Kiranmayi	Asst Professor	Member	<i>[Signature]</i>
6.	Mr.S.Jayapal Reddy	Industry Member SR GM-HR Hetero labs Ltd	Member	<i>[Signature]</i>
7.	K.Devi	Alumni	Member	<i>[Signature]</i>
8.	K.Pydiraju	Alumni	Member	<i>[Signature]</i>

[Signature]
Chairman

IICC

Industry Institute Collaboration Committee
Aditya College of Pharmacy
SURAMPALEM- 533 437

STUDENT COUNCIL COMMITTEE



ADITYA COLLEGE OF PHARMACY

Approved by PCI, Recognised by UGC (Section 2f)

ISO 9001:2015 Certified Institution

NAAC "A" Accredited with CGPA of 3.24

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in



Date:08-07-2023

Proceedings of the Principal, Aditya College of Pharmacy, Surampalem

Sub: Constitution of "Students Council Committee" for the academic year 2023-2024 Orders-Issued-Reg

The undersigned is pleased to constitute an "Students Council Committee" with the following members for the academic year 2023-2024. The cell comprises of student representatives and they respond to student related affairs.

The Committee was constituted as the following:

S.No.	Name	Designation	Role	Signature
1	Dr. K. Ravi Shankar	Principal	Chairman	
2	Mrs. V Bhaargavi	Assistant professor	Committee Coordinator	
3	Kranthi Kiran	V Pharm D	President	
4	K Shyam Reddy	IV B Pharmacy	Vice-president	
5	M Vivek Chowdary	IV B Pharmacy	Secretary	
6	Girija Bhavani	IV Pharm D	Joint Secretary	
7	R Sai Kumar	IV Pharm D	Treasurer	
8	C H Sri Kalyani	IV B Pharmacy	Event Coordinator	
9	G Priyanka	IV Pharm D	Student Activity Representative	
10	B Sowmya Rani	I M Pharmacy	Academic Affairs Representative	
11	Nakajja Leticia	II B Pharmacy	Foreign Student Representative	
12	Anwar bhasha	II Pharm D	Member	
13	P.Kishore	I B Pharmacy	Member	

Copy to:

IQAC



PRINCIPAL

PRINCIPAL

Aditya College of Pharmacy
SURAMPALEM- 533 437

Functions of the "Student Council Committee"

Most of the activities and functions should be framed by following the aims and objectives of the council and endorse the growth of the institute and the welfare of its students. In planning and related activities during the academic year, the Council should:

i: Work meticulously with the collaboration of management, teachers and students
ii. Plan for very often meetings with students, and make them involved in as many activities of the Council.

iii. The below mentioned activities should conduct to enhance the growth and development of the students and the institution:

- Convey the opinions and suggestions of the council to the college management
- Maintaining worthy communications within the campus
- Provide moral and all Supports for the scholastic progress of the students
- Conducting an induction program for the development of the students.
- Guidance and counselling sessions for students
- Make them to participate in sports, co-curricular and cultural activities
- Extend their participation in NSS activities.



COMMITTEE COORDINATOR

List of events conducted by "Student Council Committee" for AY 2023-2024

SNO	DATE	TITLE
1	28-08-2023	Assisted sports coordinator for smooth conduction of volleyball and throwball
2	05-09-2023	Organizing teacher's day function
3	22-09-2023	Assisted in organization of Two day National Conference On Pharmaceutical Industry in the Digital Age: Emerging Trends and Opportunities
4	25-09-2023	Handled the free medicine distribution on "World Pharmacist Day"
5	17-11-2023	Assisted Cultural coordinator for smooth conduction of "International Student Day"
6	08-02-2024	PHARM D "Freshers Day Party"
7	02-03-2024	B. PHARMACY "Freshers Day Party"
8	07-03-2024	B. PHARMACY "Farewell Day Party"

5.1.3 Capacity building and skills enhancement initiatives taken by the institution

For the academic year 2023-2024

S.NO	Skill Enhancement program	Date	Name of the activity	No. of Students participated	Details of resource person
1	ICT/ computing skills	25-04-2023	A program on Micromedex	33	Dr. K. Amulya PharmD Asst Professor, Department of Pharmacy Practice, Aditya college of Pharmacy, Surampalem
2	Life skills (yoga, Physical fitness, Health and Hygiene)	21-06-2023	One day Yoga Program	86	Shivaji Sagar Narala Kakinada center coordinator Isha Yoga Centre, Kakinada
3	Language and Communication Skills	11-08-2023	One day program For enhancing Communication skill	71	Mr. K. Kumar Pragna spoken English institute Rajahmundry, East Godavari District
4	Soft skills	2-2-2024	One day soft skill Development Program	84	Dr. KVSG. Murali Krishna (PhD) Professor, Department of civil Engineering JNTU, Kakinada

LIBRARY COMMITTEE



Aditya College of Pharmacy

Aditya Nagar, ADB Road, Surampalem-533437

Ref: ACP / Lib / 2023 – 24 / CO

Date: 04-10-2023

Library Committee – Convening Order

AY 2023-2024

The college Library Committee has been constituted with the following members for the academic year 2023-2024. The members are requested to take up the necessary measures and bring the notice to committee chairman regarding the procurement of new books, e-books, journals, e-journals and various learning resources.

S.No	Name of the Committee Members	Designation	Role
1	Dr. K Ravishankar	Principal	Chairman
2	Dr.N.Divya	Associate Professor	Member
3	Dr.G.Veda Priya	Assistant Professor	Coordinator-1
4	Mr.V.Satyanarayana	Librarian	Coordinator-2
5	Ms.M Vinny Therissa	Assistant Professor	Member
6	Anish Sharma	Student	Member
7	A. Sai Lahari	Student	Member

Copy to:

1. All members of the Committee
2. IQAC

Dr. K Ravishankar
Principal



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Aditya College of Pharmacy

Aditya Nagar, ADB Road, Surampalem-533437

CIRCULAR

Date: 06-10-2023

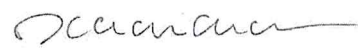
All the members of the Library committee are hereby informed that the meeting of the Library committee will be held on 09th Oct 2023 (Monday) at 12:30 PM at Library. In this connection all members are requested to attend the meeting without fail.

Agenda:

1. To confirm the minutes of the last meeting of the Library Committee.
2. To report the action taken on the minutes of the last meeting of the Library Committee.
3. To display the e-resources links and passwords .
4. Any other item with the approval of the chairman.

Copy to:

Members of the Library Committee


Chairman

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Aditya College of Pharmacy
SURAMPALEM-533 437



Aditya College of Pharmacy

Aditya Nagar, ADB Road, Surampalem-533437

Minutes of the meeting of the Library committee held on 9th Oct, 2023 at 12:30 P.M. in the Central Library:

A meeting of the library committee was held on 9th Oct, 2023 at 12:30 P.M. in the Central Library

Dr. K. Ravishankar, Chairman has presided over the meeting.

The following members were present in the meeting:

S.No	Name of the Committee Members	Designation	Role
1	Dr. K Ravishankar	Principal	Chairman
2	Dr.N.Divya	Associate Professor	Member
3	Dr.G.Veda Priya	Assistant Professor	Coordinator-1
4	Mr.V.Satyanarayana	Librarian	Coordinator-2
5	Ms.M.Vinny Therissa	Assistant Professor	Member

The chairman welcomed all the library committee members and stated that library is a source of energy for all academicians and appreciated the members to participant in this meeting. He showed his concern and wished all the members should ensure to attend the meetings, as library is the heart and soul of the academic community.

The following points as per the Agenda are discussed.

Agenda1: To confirm the minutes of the last meeting of the Library Committee.

- The copies of Library committee meeting held on 12th Nov, 2022 were circulated to the members for their comments. As there were no comments it was declared that the minutes were confirmed.

Agenda 2: To report the action taken on the minutes of the last meeting of the Library Committee.

- The Convener presented the action taken report on the previous meeting held on 15-07-2016

Agenda 3: To display the e- journals links, passwords and videos.

- Members advised to display the links and passwords of the online journals at view points of the campus.
- It is resolved to display the links and passwords of the online journals.

Agenda 4: To screen the video lectures and inspirational videos.

- The chairman advised to screen the video lectures by eminent professors in seminar hall between 3PM to 4PM which is a appropriate time to students.
- It is resolved to screen the video lectures and inspirational videos between 3PM to 4PM in seminar hall.

The meeting is concluded as there are no other points to discuss.

S.No	Name of the Committee	Role	Signature
	Members		
1	Dr. K Ravishankar	Chairman	<i>[Signature]</i>
2	Dr.N.Divya	Member	<i>N. Divya</i>
3	Dr.G.Veda Priya	Coordinator-1	<i>Priya</i>
4	Mr.V.Satyanarayana	Coordinator-2	<i>V.V. Satyanarayana</i>
5	Ms.M.Vinny Therissa	Member	<i>M. Vinny</i>



[Signature]
PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437

HOSTEL COMMITTEE



ADITYA COLLEGE OF PHARMACY(A)

(An Autonomous Institution)

Approved by PCI, New Delhi, *Permanently Affiliated to JNTUK, Kakinada

Accredited by NAAC A Grade and CGPA of 3.24

Recognized by UGC Under Sections 2(f) of the UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P

Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

HOSTEL COMMITTEE

STANDARD OPERATING PROCEDURE (SOP)

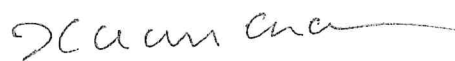
ACADEMIC YEAR (2024-2025)

Standard operating procedure of hostel committee is formulated with reference to the notice dated

1. Hostel committee will be reconstituted when the members move out of the institute.
2. SOP will be prepared for the hostel committee when there are changes noted or required.
3. Circular will be issued to all the members of the hostel committee regarding the meetings specifying the venue, date and time.
4. Hostel committee members shall visit and check the hostel (Boys or Girls) and respective mess at regular intervals.
5. Hostel committee members shall conduct the meeting with hostel (Boys or Girls) students and have detailed discussion regarding their accommodation and facilities in the hostel.
6. In case of any serious drawback, the issue is brought to the notice of chairman of hostel committee and necessary steps will be taken accordingly.
7. Hostel committee has to decide the vacancy list of rooms in the hostel before the commencement of the academic year.
8. Hostel rooms will be allotted to students depending on the available vacancy and on first come first serve policy.
9. Attendance of hostel students shall be reviewed and accordingly necessary recommendations will be suggested.
10. Regular meetings shall be conducted with the committee members and if any in disciplinary actions are found, the same will be reported to chairman of the committee and action will be initiated.


Convener

"


Principal



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Hostel Admission Procedure:

1. If student is willing to join hostel, his/her credentials are verified.
2. Student is asked to bring his/her parents or guardian for the proceedings to avail the hostel facility.
3. After student verification, in the presence of his/her parent or guardian, one of the faculty members (based on the availability) will explain the rules and regulations to be followed while staying in hostel.
4. Based on parent/guardian acceptance for all the rules and regulations, one of the student members will guide the student for visiting the hostel and look over the ambiances and facilities available in the hostel.
5. Based on parent/guardian satisfaction, student will be given a application form to be filled duly with details of students.
6. Based on the details filled in the application form student members(he/she) is authorized by the principal and sent to respective hostel (boys/girls) chief warden.
7. After authorization by the principal, one of the student members(he/she) will guide the student(he/she) along with his/her parents or guardian to respective hostel(boys/girls).
8. The respective chief warden (boys/girls) will verify the authorized letter and enter the details of the student (he/she) in hostel allotment register and contact details of parent/guardian for further correspondence.
9. After student registration he/she will be allotted a specific room in the hostel.
10. After room allotment student and parent /guardian along with student member will be guided to the respective room by one of the hostel supervisors.
11. The student member will introduce the new student to the fellow roommates.
12. The abstract of student attendance is to be prepared by chief warden (boys/girls) by 8:00pm and is to be sent to the chairman of hostel committee and respective parent/guardian of the student.

Convener



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Dt. 10-07-2024

Proceedings of the Principal, Aditya College of Pharmacy, Surampalem

Sub: ACPS, Surampalem – Constitution of Hostel Committee for the academic year 2024 -2025 Orders – Issued – Reg.

* * *

The undersigned is pleased to constitute a Hostel Committee with the following members for the academic year 2024 -2025 to act as a channel for smooth exchange of views between the administration and the students.

- **Chairman**

- Dr. K. Ravishankar, Principal , Dept of Pharmacology - 9000576662

- **Members**

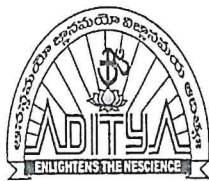
- P.L.Prasada Rao, Chief warden(Boys hostel) -7286863529
- Mr.CH. Kiran kumar, Physical Director -9963086302
- Mrs. K. Saritha, Chief Warden(Girls hostel) -9949676661
- Dr. Anju.K. Abraham , Asst Professor - 7406312870

- **Student Members**

- B. Bhavyasri, IV Pharm D
- Ch. Bhuvana, IV B.Pharm
- K. Lahari, IV B.Pharm
- K. Lakshaya Gayatri Reddy, III Pharm D

[Signature]

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Date: 08-08-2024

CIRCULAR

A meeting of the Hostel Committee will be held on 10-08-2024 at 3:00PM in the Seminar Hall of Aditya college of Pharmacy. All the members of the Hostel Committee are requested to attend the meeting without fail.

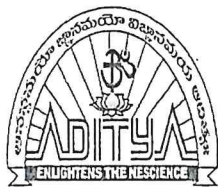
AGENDA

1. To provide computer and wi-fi facilities for the hostel students
2. To conduct periodic meetings with students to address grievances.
3. To discuss menu of the north and south mess.
4. To conduct cultural activities in hostel.
5. Maintenance of hygiene in hostel.

S.No.	Name of Faculty Member	Designation	Position	Signature
1.	Dr. K. Ravishankar	Principal	Chairman	<i>[Signature]</i>
2.	P.L.Prasada Rao	Chief Warden (Boys Hostel)	Member	<i>[Signature]</i>
3.	K Saritha	Chief Warden (Girls Hostel)	Member	<i>[Signature]</i>
4.	Dr. Anju.K.Abraham	Assistant Professor	Convener	<i>[Signature]</i>
5.	B. Bhavyasri	IV Pharm D	Student Member	<i>[Signature]</i>
6.	Ch.Bhuvana	IV B Pharm	Student Member	<i>[Signature]</i>
7.	K.Lahari	IV B Pharm	Student Member	<i>[Signature]</i>
8.	K. Lakshaya Gayatri Reddy	III Pharm D	Student Member	<i>[Signature]</i>

[Signature]
Convener

[Signature]
Principal



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Ph. 99498 76664, Email: office@acop.edu.in, www.acop.edu.in

Date: 10-08-2024

MINUTES OF MEETING OF THE HOSTEL COMMITTEE

HELD ON Dt: 10-08-2024 AT 2.00PM

A meeting of hostel Committee was held on 10-08-2024 at 3:00pm in the Seminar Hall of Aditya college of Pharmacy. Dr. K.Ravi Shankar, Chairman presided over the meeting.

AGENDA

1. To provide computer and wi-fi facilities for the hostel students
2. To conduct periodic meetings with students to address grievances.
3. To discuss menu of the north and south mess.
4. To conduct cultural activities in hostel
5. To maintain hygiene in hostel.

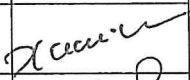
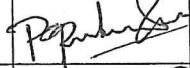
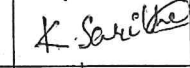

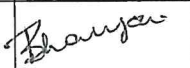
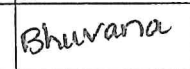
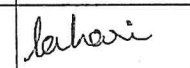
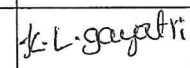
The meeting of hostel committee commenced with a welcome by Dr.K.Ravi Shankar , the chairman of the hostel committee. Mr P.L. Prasad Rao, Chief Warden of Boys hostel and Mrs.K.Saritha, Chief warden of girls hostel presided over the meeting. Mrs K. Saritha read out the agenda put forth for discussion. Further the agenda was discussed in the presence of Chairman.

MINUTES

- Members discussed and decided to provide proper wifi facilities to students, also to repair few computers which are not in proper working condition. This will provide an additional benefit to students in achieving excellence in academics and also technical aspects.
- The committee also decided to conduct periodic meetings in hostel presiding faculty and hostel warden for addressing grievances especially 1st year students if they are facing any ragging issues or harassments from seniors. Any other grievances or complaints if the student wants to get to notice of staffs.

- The chief warden (boys' hostel) read out the previous menu they are following in the hostel and asked for the necessary changes in that menu as per the student request. The chairman of the committee suggested necessary changes to be followed as per the students request.
- The committee decided to conduct cultural programs in hostel on auspicious occasions like any festivals or celebrations.
- The chief warden of girl's hostel mentioned about the complaints she received from students regarding lack of hygiene in hostel. The chairman expressed his support in this case as maintaining hygiene very important for students health.

The following members of Internal Complaint Committee attended the meeting:

S.No	Name of Faculty Member	Designation	Position	Signature
1	Dr. K. Ravishankar	Principal	Chairman	
2	P.L.Prasada Rao	Chief Warden (Boys Hostel)	Member	
3	K Saritha	Chief Warden (Girls Hostel)	Member	
4	Dr. Anju.K.Abraham	Assistant Professor	Convener	
5	B.Bhavyasri	IV Pharm D	Student Member	
6	Ch.Bhuvana	IV B Pharm	Student Member	
7	K.Lahari	IV B Pharm	Student Member	
8	K. Lakshaya Gayatri Reddy	III Pharm D	Student Member	


CONVENER

**GRIEVANCE
REDRESSAL
COMMITTEE**



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REF:-ACOP/ICC/2023-24/CO

Date :14/06/2023

GRIEVANCE REDRESSAL COMMITTEE- CONVENING ORDER

AY-2023-24

As per the guidelines of AICTE, Principal has constituted the grievance redressal committee with the following members of academic year 2023-24. The committee members have to take in-charge with in the week and request to prepare an action plan for the current academic year.

SNO	POSITION	NAME OF THE COMMITTEE MEMBERS	DESIGNATION
1.	Chairman	Dr. Ravi Shankar Kakaraparthi	Principal & Professor
2.	Coordinator	Dr. Divya S Nair	Assistant Professor
3.	Member	Mrs.VuyyuriBhaargavi,	Assistant Professor
4.	Member	Mrs. P. Prasanthi	Associate Professor
5.	Member	Dr. K.Amulya	Assistant Professor
6.	Member	Ms.B.V.RenukaSaiSree	Assistant Professor
7.	Member	Abhishek Paul	Student

Copy to:-

1. All the members of the committee
2. IQAC



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DATE: 01/04/2024

CIRCULAR

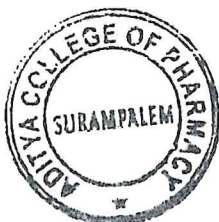
All the grievance redressal committee members are hereby informed to attend the meeting in the principal's chamber, at 3:30pm on 02/04/2024 to discuss about the grievances reported. It is expected that all the grievance redressal committee members should attend the meeting without fail.

AGENDA:-

1. Discuss the occurred grievances
2. Plan for methods to prevent such grievances
3. Report update on implementation of plan of action of the academic year 2023-2024

Copy to:-

1. All the members of the committee
2. IQAC



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Date: 03/04/2024

MINUTES OF MEETING

Coordinator has welcomed all the grievance redressal committee members to the meeting which is being conducted in principal's chamber at 3:30 pm on 02/04/2024.

Then the co-ordinator has delivered the objectives of the meeting and is as follows:-

1. Discuss the occurred grievances
2. Plan for methods to prevent such grievances
3. Report update on implementation of plan of action of the academic year 2023-2024

Co-ordinator along with grievance redressal committee members have discussed about how to fulfil the objectives.

SNO	POSITION	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGN
1.	Chairman	Dr. Ravi Shankar Kakaraparthi	Principal & Professor	
2.	Coordinator	Dr. Divya S Nair	Assistant Professor	
3.	Member	Mrs. Vuyyuri Bhaargavi	Assistant Professor	
4.	Member	Mrs. P. Prasanthi	Associate Professor	
5.	Member	Dr. K. Amulya	Assistant Professor	
6.	Member	Ms. B. V. Renuka Sai Sree	Assistant Professor	
7.	Member	Abhishek Paul	Student	

Copy to:-

1. All the members of the committee
2. IQAC

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DATE: 28/11/2023

CIRCULAR

All the grievance redressal committee members are hereby informed to attend the meeting in the principal's chamber, at 3:30pm on 29/11/2023 to discuss about the grievances reported. It is expected that all the grievance redressal committee members should attend the meeting without fail.

AGENDA:-

1. Discuss the occurred grievances
2. Plan for methods to prevent such grievances
3. Report update on implementation of plan of action of the academic year 2023-2024

Copy to:-

1. All the members of the committee
2. IQAC



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Date: 30/11/2023

MINUTES OF MEETING

Coordinator has welcomed all the grievance redressal committee members to the meeting which is being conducted in principal's chamber at 3:30 pm on 29/11/2023.

Then the co-ordinator has delivered the objectives of the meeting and is as follows:-

1. Discuss the occurred grievances
2. Plan for methods to prevent such grievances
3. Report update on implementation of plan of action of the academic year 2023-2024

Co-ordinator along with grievance redressal committee members have discussed about how to fulfil the objectives.

SNO	POSITION	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGN
1.	Chairman	Dr. Ravi Shankar Kakaraparthi"	Principal & Professor	
2.	Coordinator	Dr. Divya S Nair	Assistant Professor	
3.	Member	Mrs.VuyyuriBhaargavi	Assistant Professor	
4.	Member	Mrs. P. Prasanthi	Associate Professor	
5.	Member	Dr. K.Amulya	Assistant Professor	
6.	Member	Ms.B.V.RenukaSaiSree	Assistant Professor	
7.	Member	Abhishek Paul	Student	

Copy to:-

3. All the members of the committee
4. IQAC



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