

COLLEGE COMMITTEES

In pursuit of our vision and to streamline our operations for greater efficiency, we established several committees within the college. These committees aim to foster cohesion and smooth functioning across all aspects of our work.

S.No	Name of the committee	Co-ordinator
1	College Advisory Committee	Principal
2	Grievance and Redressal Committee	Principal
3	IQAC	
4	Admissions Committee	
5	Purchase Committee	
6	Examination Committee	
7	Training And Placement Cell	
8	Library Committee	
9	Career Guidance Cell	
10	Anti-Ragging Committee	
11	Student Activities Committee	
12	Alumni Committee	
13	Seminars, Workshops & Guest Lectures	
14	Entrepreneurship Development Cell & Innovation Cell	
15	Industry Institute Interaction Cell	
16	NSS Unit	
17	Women empowerment Cell & Gender Sensitization Cell	
18	Magazine Committee	
19	Research And Development Cell	
20	Sports And Cultural Committee	

21	Website Committee	
22	Anti-Discrimination Cell	
23	Disciplinary Committee	
24	Hostel Committee	
25	Maintenance Committee	
26	Maintenance Of Medicinal Garden	

1. COLLEGE CORE COMMITTEE

S.No	Co-Ordinator	Members
1	Dr.P.Udaya Shankar	Dr.A.V.S.Sastry
2		Dr.K.Sita kumari
3		Dr.Saroj kumar raul
4		Mr.L.Krishna Raju
5		Mrs.A.Sasikala

- The academic and administrative activities of the institution are planned by the College Advisory Committee that constitutes of three senior faculty members, retired professor from affiliating university and two other members from group colleges.
- The Committee meets once in every three months to discuss the academic performance and to take decisions on critical academic matters.
- This committee is the policy making and advisory body on all matters related to teaching, research and development programs/activities.
- The committee suggests regarding improvement of quality including academic integrity, assessment and research output.
- The significant points of the Advisory Committee meetings are made as agenda for Governing Body meetings.

2. GRIEVANCE AND REDRESSAL COMMITTEE

The institute has a Grievance Redressal Committee headed by the Principal which deals with all the grievances of students and staff at institute level. All grievances related to college on academics and administration are addressed.

S.No	Co-Ordinator	Members
1		Dr.A.V.S.Sastry
2		Dr.K.Sita kumari

3	Dr.P.Udaya Shankar	Dr.Saroj kumar raul
4		Mr.L.Krishna Raju
		Mrs.A.Sasikala

Roles and Responsibilities of Grievance Redressal Committee

- To attend promptly on the receipt of written grievances from the students and staff.
- To deal with all the academic and administrative grievances at institute level.
- To review the cases attended and the number of pending cases, if any, which require guidance from the management.

Redressal Mechanism

- An aggrieved student or staff who has the grievance shall make an application first to the Principal or respective class teacher
- The grievance redressal committee would consider the appeal of the student/staff
- The committee will meet within 24 hours from the receipt of the complaint
- The Principal endorses the preliminary enquiry process to other committee members.
- The committee members make appropriate recommendations to the Principal within the stipulated time. On approval by the Principal final decision is communicated.
- The nature of punishment includes counseling, warning, informing the parents, and suspension/rustication depending on the severity of the grievance.

2. PROGRAMME ASSESSMENT & QUALITY IMPROVEMENT COMMITTEE (PAQIC)

The objective of this PA&QIC is to prepare documentation required for accreditation/ recognition/approvals for NBA, AICTE, PCI, SBTET, Affiliating University and any other such regulating bodies.

S.No	Co-Ordinator	Members
1	Dr.K.Sita Kumari	Dr.Saroj Kumar Raul
2		Mr.K.Jagadish
3		Dr.S.Rajeswari
4		Dr.M.Nalini

Roles and Responsibilities

- To develop a system for conscious, consistent and catalytic action to improve the academic standards/performances of the institution.
- To promote measures for best teaching-learning practices.

- To conduct awareness meetings at regular intervals for faculty, non teaching staff and students so as to make them fully aware of the importance of quality improvement, quality assurance standards and peer review processes.
- To provide feedback and recommendations to the Principal with regard to all issues related to program assessment and quality improvement processes from time to time.
- Maintenance of College Operational Manual.
- Strategic planning for the institution.
- Policy development on the basis of SWOT analysis.

4.IQAC

S.No	Co-Ordinator	Members
1	Mr.Ch.Sri Charan	Dr.P.Uday shankar
2		Dr.K.Sita Kumari
3		Dr.Saroj kumar Raul
4		Industrial person 1
5		Alumni person 1
6		Parent member 1
7		Employer member 1

Roles and Responsibilities:

- Ensuring timely, efficient and progressive performance of academic, administrative, financial tasks.
- Internalization of quality culture by developing a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- Creating a learner-centric culture conducive to quality education.
- Helping faculty members adopt tech tools to promote a participatory teaching-learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Documentation of the various programmes/ activities of the college, leading to quality improvement.
- Dissemination of information on the various quality parameters of higher education.
- IQAC acts as a nodal agency, coordinating all quality related tasks and areas,.
- Preparing Annual Quality Assurance Report according to NAAC guidelines and parameters and submitting it to the committee.

4. ADMISSIONS COMMITTEE

S.No	Co-Ordinator	Members
1	Dr.K.Sita Kumari	Dr.A.V.S sastry
2		Mrs.S.Divya
3		Mr.Ch.Sri Charan
4		Mr.V.Srinivasa Rao
5		Mrs.D.Swetha
6		Mrs.K.Madhavi
7		Mr. S.Sai Raju

Roles and Responsibilities

- The committee looks after the student admission process for the programs of the college.
- Reviews admission requirements for the programs annually.
- Offers assistance to students from remote areas during the admissions process
- Reviews the list of allotted candidates on the APSCHE website.
- Supervises procedures for filing, reporting, and verifying certificates.

5. PURCHASE COMMITTEE

S.No	Co-Ordinator	Members
1	Mr.Ch.SriCharan	Dr.A.V.S Sastry
2		Dr.K.Sita Kumari
3		Mrs.G.Lekhya
4		Mr. U. Praveen Kumar
5		Mr. S Sairaju

Roles and Responsibilities

- Acknowledging of purchase related queries for colleges and labs
- Requisition of quotations from different vendors
- Preparing Comparative statements and negotiating with vendors
- Discussion with fellow committee members for best valued option
- Finalizing and issuing purchase order
- Receiving of goods and checking of quality and quantity.
-

6.EXAMINATION COMMITTEE

S.No	Co-Ordinator	Members
1	Mrs. A .Sasikala	Dr. P. Udaya Shankar
2		Dr.K. Sita Kumari
3		Mrs. G. Vasavi

4		Mrs. G. Lekhya
5		Mrs. K. Madhavi
6		Mr. V. Srinivas Rao
7		Mrs. S. Divya
8		Mrs. D. Swetha
9		Mrs. P. Chaitanya

Roles and responsibilities:

- Examination in charge is responsible for smooth conduct of sessional and practical examinations
- Preparing Sessional exam schedules as per academic calendars of Andhra University, Vskp and allotting suitable rooms for examination and assigning invigilators.
- Preparation of marks statements and maintenance of all records related to internal and practical end examinations
- Registration of students for final exams through Examination management system portal of Andhra University, Vskp.
- Display of results and issue of marks memos received from Andhra University, Vskp

7.TRAINING AND PLACEMENT CELL

S.No	Co-Ordinator	Members
1	Mr.L.Krishna Raju	Dr. A. V. S. Sastry
2		Mrs. G. Vasavi
3		Mrs. G. Lekhya
4		Mr. V. Srinivasa rao
5		Mr. Ch. Sri Charan
6		
7		Mrs. P. Chaitanya

Roles and Responsibilities

- Contacting the recruiting companies regularly for campus placement.
- Conducting campus recruitments.
- Arranging guest lectures from industry and academic to deliver update knowledge/skill to students and faculties.
- Arranging industrial visits, training and industry projects to impart practical knowledge and industry practices.
- Conducting soft skill programmes, personality development sessions to students by experts from the industry.

- To encourages students to participate in seminars, workshops to improve their knowledge and other related skills.

8.LIBRARY COMMITTEE

S.No	Co-Ordinator	Members
1	Dr.N.Usha rani	Dr. N. Usha Rani
2		Ms. G. Lekhya
3		Ms. Chaitanya
4		Ms. Madhavi
5		Mr. L.M.Naidu
6		Mr. Chandrayya
7		Dr. AVS, Sastri

Roles and Responsibilities

- To play an advisory and advocacy role regarding the library in its support of teaching, learning, research and other academic activities in the institution.
- To initiate in administering various processes such as identification of learning resources, evaluation of available resources in its use and procurement of identified resources.
- To facilitate in conduct of awareness programs for students on the matters related to library resources availability including e-content.
- To do correspondence with reputed book and e-content distributors through networking based on the college requirements.
- To ensure that the necessary procurement procedures are properly followed and documented.
- To provide feedback and recommendation to the Principal with regard to all activities of the library from time to time.
- To check out action plans for all round development of the library and their implementation.

9.CAREER GUIDANCE CELL

S.No	Co-Ordinator	Members
1	Mr.L.Krishna Raju	Dr. A. V. S. Sastry
2		Mrs. G. Vasavi
3		Mrs. G. Lekhya
4		Mr.V. Srinivasa rao
4		Mr. Ch. Sri Charan

5		Mrs. P. Chaitanya
---	--	-------------------

Roles and responsibilities:

- To organize programmes to create awareness on the importance of higher studies.
- To motivate and guide the students for preparation of GPAT, PGECET, examination for the post of drug inspectors, TOEFL, GRE and related competitive examinations.
- To arrange personality development sessions by experts from the industry.
- To encourages students to participate in seminars, workshops, etc to improve their knowledge and other related skills

10.ANTI-RAGGING COMMITTEE

S.No	Co-Ordinator	Members
1	Dr.SarojKumar Raul	Mrs. A. Sasikala
2		Mrs. G. Lekhya
3		Mrs. S. Divya
4		Mrs. P. Chaitanya
5		Mr. Ch. Sricharan

Roles and responsibilities:

- To prohibit, prevent and eliminate the source of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Anti-Ragging Committee to ensure compliance with the provisions of Regulations as well as the provisions concerning ragging, in prevention of ragging in the institution.

11.STUDENT ACTIVITIES COMMITTEE

S.No	Co-Ordinator	Members
1	Mrs.S.Divya	Dr.K.Sita kumara
2		Dr.Saroj kumar Raul
3		Mrs.G.Vasavi
4		Mrs.G.Lekhya
5		Mrs.D.Swetha

6		Mrs.K.Madhavi
7		Mrs.P.Chaitanya
8		Mr.V.Srinivas rao

Roles and responsibilities:

- To plan and schedule cultural events for the academic year.
- The committee takes the responsibility in organizing overall cultural activities which include the following
- Formal approval and arrangement of programmes accordingly.
- To frame the agenda of programme to be conducted,list out the guests to be invited,arrange the venue and logistics.
- To arrange mementoes and certificates for the planned events.

12.ALUMNI COMMITTEE

S.No	Co-Ordinator	Members
1	Dr.N. Usha Rani	Mr.Krishna raju
2		Ms, G. Vasavi
3		Mr. Charan

Roles and responsibilities:

- To build and sustain life-long relationships with alumni by maintaining personal contact, hosting alumni meets and creating alumni networks within India and abroad, • To encourage alumni to participate in the various cultural, social and scientific activities.
- An alumni can contribute to the development of college in various forms: Announce a scholarship to the current students.
- Offer Projects to current students. o Conduct Workshop/Seminar at MRCP.
- Donate Books to library. o Donate Instruments/Equipments to college.
- Informing about available vacancies in industry and related organizations to the current students

13.SEMINARS,WORKSHOPS&GUEST LECTURES

S.No	Co-Ordinator	Members
1	Mrs.G.Lekhya	Dr. K. Sita Kumari
2		Mrs. A. Sasikala

3		Mrs. K. Madhavi
4		Mrs. S. Divya
5		Mr. L. Krishna Raju
6		Mr. Ch. Sri Charan
7		Mrs. V. Sailaja
8		Mrs. P. Chaitanya

Roles and responsibilities:

- To shape the conferences/ seminars/workshops/ guest lectures programs in the college which create interest among students on recent trends in pharmaceutical sciences.
- To bridge the gap between the theoretical concepts and their practical applicability.
- To coordinate the financial plans and outputs for conducting workshops, training programs, seminars, conferences and faculty development program.
- To exhort students and faculty towards latest advancements.

14.ENTREPRENEURSHIP DEVELOPMENT CELL&INNOVATION CELL

S.No	Co-Ordinator	Members
1	Mr.V.Srinivasa	Mr. L. Krishna raju
2	Rao	Mr. Ch. Sri Charan
3		Mrs. G. Vasavi
4		Mr.U.Praveen kumar
		Mrs.V,Sailaja

Roles and Responsibilities of Coordinator:

- To establish the linkages between our Institute and Industries, Research Organizations, Peers, and Incubators.
 - To coordinate corpus fund related activities with seed funding from the Institute and other source
 - To coordinate various activities run under ED Cell.
- Roles and Responsibilities of Faculty Member**
- To invite entrepreneurs to share their insight and success stories.
 - To run entrepreneurship education courses in the campus.
 - To motivate students to participate and organize entrepreneurship-related events inside and outside the Institute.

Roles and Responsibilities of Student Members:

- To make aware other students about institutional incubation, funding process and other entrepreneurial activities.
- To participate in various entrepreneurship-related workshops, seminars, awareness camps, competitions and skill development training programs outside the Institute.

To organize entrepreneurship-related events and awareness programs within the Institute

15.INDUSTRY INSTITUTE INTERACTION CELL

S.No	Co-Ordinator	Members
1	Mr.V.Srinivasa Rao	Mr. L. Krishna raju
2		Mr. Ch. Sri Charan
3		Mrs. G. Vasavi
4		Mr.U.Praveen kumar
		Mrs.V,Sailaja

Roles and responsibilities:

- The Chairman of the IIC shall have the power to call a meeting of Industry Institute Interaction Cell.
- Organizing workshops, conferences and symposia with joint participation of the industries.
- Monitoring Practical training of students in Pharmacy & submission of their practical training booklet.
- The minutes of the meetings of the committee shall be written by the Member secretary of IIC.
- A Action taken report of previous meeting shall be prepared by Member secretary of IIC and be presented on next meeting.
- After the end of Academic Year Member secretary of IIC shall submit a Report to the IIC.

16.NSS UNIT

S.No	Co-Ordinator	Members
1	Dr.SarojKumar Raul	Mr. K. Jagadish
2		Mr. L. Krishna Raju

3		Mr. V. Srinivas Rao
4		Mr. Ch. Sricharan
5		Mr. T. Chandrayya
6		Mrs. K. Madhavi
7		Miss. Ch. Hemabindu

Roles and responsibilities:

- To conduct Awareness on Environmental Protection
- To conduct Health Awareness Programme
- To conduct Literacy awareness Programme
- To conduct Community Development programme
- To conduct Student Development programme

17. WOMEN EMPOWERMENT CELL & GENDER SENSITIZATION CELL

S.No	Co-Ordinator	Members
1	Mrs.K.Madhavi	Dr. K. Sita kumari
2		Mrs. A. Sasikala
3		Mrs. S. Divya
4		Mrs. D. Swetha
5		Mrs. V. Sailaja
6		Mrs. P. Chaitanya

Roles and responsibilities:

- To motivate and inspire the girls students in their pursuit of bright future and career.
- To educate girl students on women specific health issues and measures to be taken. Monitor and counselling girl in case of requirement at any problem in the campus or off the campus.
- To make girl students to realize their strengths and be empowered physically and mentally.
- To promote awareness among girl students on occupational, legal and constitutional rights.
- Conduct competitions such as presentations, elocution, essay writing and painting to encourage girl students to express their ideas.
- Above all, ensure a secure and progressive learning environment for the girl students.

18. MAGAZINE COMMITTEE

S.No	Co-Ordinator	Members
1	Mrs.D.Swetha	Dr.A.V.S.Sastry
2		Mr.Praveen Kumar
3		Mrs.V.Sailaja
4		Mrs.P.Chaitanya
5		Mr.Ch.Sri Charan

Roles and responsibilities

- To gather information of all the major contributions/ achievements from the students and faculty members.
- To provide a medium for exchange of thoughts and information to the students and staff.
- To collect and collate the data from various sources within the college and make it presentable in a booklet form to publish every year.
- To encourage freedom of expression The college magazine released annually provides a platform for students and faculty to express their creativity.
- To make students aware of the internal and external atmosphere of the college.
- Provide platform for students to express themselves through various forms of writing like research articles, literacy/creative writing.

19.RESEARCH AND DEVELOPMENT CELL

S.No	Co-Ordinator	Members
1	Dr.N.Usha rani	Dr. N. Usha Rani
2		Dr,K.Sitakumari
3		Dr. Saroj Kumar Raul
4		Dr. M. Nalini
5		Mr. V. Srinivasa Rao

Roles and responsibilities:

- To create an appropriate environment for the promotion of innovative research works in the institution.
- To encourage faculty members to apply for major and minor research projects.
- To encourage faculty members and students for research publications in cited journals.
- To strengthen industry – institution interaction by promoting need based research and innovation activities in the institution.

20.SPORTS AND CULTURAL COMMITTEE

S.No	Co-Ordinator	Members
1	Dr.SarojKumarRaul	Mr. K. Jagadish
2		Mr. L. Krishna Raju
3		Mr. V. Srinivas Rao
4		Mr. Ch. Sricharan
5		Mr. DRV Sudhakar
6		Mrs. K. Madhavi

Roles and responsibilities:

- The Sports Committee is to nourish the budding sportsmen and strengthen the sporting environment among students.
- The Sports Committee is to promote every individuals health, physical well-being as well as the acquisition of physical skills among the students and staffs.
- The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding.
- It is designed to serve the interests of the student community in competitive sports and other recreational activities i.e. both indoor and outdoor.
- To create zeal amongst students and faculty members towards sports and to enhance the interest of participants in the field of sports.
- To provide necessary infrastructure and equipments for sports.

21.WEBSITE COMMITTEE

S.No	Co-Ordinator	Members
1	Mrs.G.Vasavi	Dr.K.Sitakumari
2		Dr.A.V.S.Sastry
3		Mr.V.Srinivasa Rao
4		Mrs.D.Swetha
5		Mr.Charan
6		Mrs.K.Madhavi

Roles and responsibilities:

- Provide a medium for exchange of thoughts and information.
- To display core values, Vision & Mission Program outcomes, Program specific outcomes and course outcomes.
- To disseminate the efforts and the achievements of the College, Students, Staff to the outer world through Website updates.

- Placement and training related matters updation on the website and to update co-curricular and extracurricular activities.
- To identify to enhance for all programme offered by the institution are stated and displayed on website.

22.ANTI-DISCRIMINATION CELL

S.No	Co-Ordinator	Members
1	Mrs.S.Divya	Dr.K. Sita Kumari
2		Mrs. G. Vasavi
3		Mrs. G. Lekhya
4		Mrs. K. Madhavi
5		Mr. V. Srinivas Rao
6		Mrs. D. Swetha
7		Mrs. P. Chaitanya

Roles and responsibilities:

- The cell is constituted to safe guard the interest of students without any prejudice to their caste,creed,religion,language,ethnicity,gender,disability and to eliminate discrimination or harassment against any student in college by providing preventive measures to facilitate punishment for those who indulge in any form of discrimination to promote equality among the students.
- The committee will receive complaints from the affected students in terms ofdiscriminationofcaste,creed,religion,language,ethnicity,gender,disability and conduct a proper enquiry,and submit a detailed report to the undersigned for suitable action.
- The convenor of the committee should conduct meeting once in every three months and send minutes of the meeting to the undersigned.

23.DISCIPLINARY COMMITTEE

S.No	Co-Ordinator	Members
1	Mrs. A .Sasikala	Dr. P. Udaya Shankar
2		Dr.K. Sita Kumari
3		Mrs. G. Vasavi
4		Mrs. G. Lekhya
5		Mrs. K. Madhavi
6		Mr. V. Srinivas Rao
7		Mrs. S. Divya
8		Mrs. D. Swetha
9		Mrs. P. Chaitanya

Roles and responsibilities:

- To check students for improper dressing, usage of mobile phones during the class hours, roaming in corridors during class hours.

- Leaving the campus without the permission of class teacher, misbehaving with other students and faculty, the disciplinary committee has the right to warn and impose punishments as recommended.

24.HOSTEL COMMITTEE

S.No	Co-Ordinator	Members
1	Dr.K.Sita Kumari	Mrs.G.Vasavi
2		Mrs.S.Divya
3		Mrs.G.Lekhya
4		Mr.V.Srinivasa Rao
5		Mrs.D.Swetha
6		Mrs.P.Chaitanya
7		Mrs.K.Madhavi

Roles and responsibilities:

- To ensure that girls hostel, mess were properly maintained and the food is of good quality.
- Serves as a link between the administration, contractor, hostel warden on one side, and the students.
- Provides assistance to students in addressing their grievances and informs the concerned authorities.
- Monitors the hostel infrastructure, housekeeping, mess facilities, etc.
- Ensures that students were also involved in hostel related issues by constituting a committee among them

25.MAINTENANCE COMMITTEE

S.No	Co-Ordinator	Members
1	Mr.U.Praveen Kumar	Dr.K.Sita Kumari
2		Mr.S.SaiRaju
3		Mr.P.Madhu
4		Mrs.I.Leela Kumari
5		Mrs.T.Venkata Lakshmi
6		Mrs.A.Venkata Lakshmi
7		Mrs. A.V.Saradamani

Roles and responsibilities:

- To monitor the works like civil constructions, civil maintenance and sanitary/plumbing/water.
- To monitor electrical & general maintenance, fabrications, furnishings & furniture works, campus networking and housekeeping.

26.MAINTENANCE OF MEDICINAL GARDEN

S.No	Co-Ordinator	Members
1	Mrs.S.Divya	Dr.Saroj kumar Raul
2		Mrs.G.Lekhya
3		Mrs.D.Swetha
4		Mr.Ch.Sri charan

Roles and responsibilities:

- To make students and teachers aware of various herbal plants that are grown in the collegemedicinal garden
- To make students to identify different plants and understand their economical and medicinal uses.
- To train and educate students in field of herbal medicine
- To achieve a cleaner and greener atmosphere in the college campus