



VIKAS INSTITUTE OF PHARMACEUTICAL SCIENCES

Near Airport, Nidigatla Road, Rajahmundry - 533102

(Approved by AICTE & PCI, New Delhi Affiliated to Andhra University, Vizag)



VIPS has constituted the various committees for as per the regulation and norms of regulatory agencies. The committees, its composition, roles and responsibilities are given below.

1) Board of Governance (BoG):

The Management constitute Board of Governors consists of EC members of the registered society and academic advisory board members, invitees if required. The BOG discusses the recommendations made by various committees and forwards the same to Management to take appropriate actions.

Sl. No.	Name	Position	Qualification	Exp	Occupation
01	Sri.T.Ch.Subba Rao	Chairman	B.A	50 yrs	Business
02	Dr.Rao Vadlamudi	Member	M.Pharm, PhD	35 yrs	R&D
03	Dr.C.Ramesh	Member	M Pharm,PhD.	40 yrs	Administration
04	Mr.R.Rami Reddy	Member	M.Pharm	30 yrs	Industry
05	Sri.T.S. Srinivasa Rao	Member	B.Com	30 yrs	Rtd Govt Employee
06	Dr.T.Bharath Vikas	Member	PharmD	5 yrs	Administration
07	Miss.T.L.Sunayana	Member	B.Tech, M.S	2 yrs	Engineer
08	Mr.T.Nagesh Kumar	Member	B.Com	24 yrs	Judiciary
09	Smt.A.Durga Rani	Director	B.Sc	22 yrs	Social worker
10	Dr.T.Raghava Rao	University Nominee	Dept of Bio-Technology	--	Teaching
11	Dr.T.V.Narayana	Member Sec	M.Pharm, PhD	32 yrs	Teaching

2) Academic Advisory Body:

The AAB is constituted by Management committee in consultation with Head of the Institution. The committee meets quarterly once and academic related matters are discussed. AAB approves the suggestions given by Faculty members in improving the quality of education and other activities.

Sl. No.	Name	Position	Qualification & Experience	Area of specialisation
01	Dr.Rao VSV Vadlamudi	Chairman	M.Pharm, PhD 35 yrs	R&D
02	Dr.P.Rajeswara Rao	Member	M.Pharm, PhD 40 yrs	Teaching & Administration
03	Dr.C.Ramesh	Member	M Pharm, PhD 40 yrs	Teaching & Administration
04	Mr.R.Rami Reddy	Member	M.Pharm 30 yrs	Industry

Dr. G. SUMALATHA
PRINCIPAL

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05	Dr. T. V. Narayana	Member Secretary	M.Pharm, Ph.D 32 yrs	Teaching
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3) Anti-Ragging Committee:

Ragging is a social evil that always ends in unpleasant incidents in any institute of higher learning. This is to be curtailed at every level to make ragging free campus. The law also takes serious view of such ragging cases and punishment is also high. To curb ragging effectively anti-ragging committee is formed.

Sl. No.	Name	Position	Qualification	Exp	Occupation
01	Dr. T. V. Narayana	Chairman	M.Pharm, PhD	32 yrs	Director-Principal
02	Dr. G. Sumalatha	Co-ordinator	M.Pharm, PhD	15 yrs	Vice-Principal
03	Mr. P. Vasubabu	PG In-charge	M.Pharm	10 yrs	Asst. Professor
04	Dr. Sri Lakshmi	UG In-charge	M.Pharm, PhD	10 yrs	Professor
05	Dr. Srinivasa Sastry	Boy's Hostel In-charge	M.Pharm, PhD	15 yrs	Professor
06	Smt. KSS Praneetha	Girl's Hostel In-charge	M.Pharm	2 yrs	Asst. Professor
07	Mr. Vishnu Vamsi	Student Rep (Senior)	PharmD 4th yr	--	--
08	Mr. Bhargava Reddy	Student Rep (Senior)	B.Pharm 2nd yr	--	--
09	Mr. Varun Sharma	Student Rep (Junior)	PharmD 1st yr	--	--
10	Miss. K. Vennela	Student Rep (Junior)	B.Pharm 1st yr	--	--
11	Sri. Pavan Kumar Reddy	Circle Inspector, Korukonda Police Station		--	Law & Order

Roles and Responsibilities:

- To maintain discipline in the campus and to ensure the implementation of guidelines / order issued by AICTE / UGC / University / Govt. to prevent ragging in the Campus
- To take cognizance of any breach of discipline and suggest immediate disciplinary action in such cases to implement and coordinate anti-ragging measures along with Convener and members of teaching staff, Students and Alumni.
- To decide the quantum of punishment to be imposed on the erring students.
- To monitor discipline among students' community in the classroom, in the whole campus and as well as at other places.
- To conduct inquiries of the defaulter students against individual / collective indiscipline

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- Collection of relevant evidence of incidence of indiscipline
- Liaison with District administration in matters regarding law and order situation in the institute (if necessary)
- To take preventive steps such as issue of notices, warnings, instructions, regulating certain actions, etc. against individual or collective indiscipline

4) Grievances redressal committee for Students:

To ensure transparency in all the activities at different stages, College provides proper mechanism for redressal of their grievances. This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. The aggrieved member shall submit his/her petition in online system which available in college website or written petition to the Grievance Redressal Committee in a sealed envelope marked 'confidential'. On receipt of a petition the Grievance Redressal Committee will endeavor to send its recommendation to the Principal for further action. In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Principal/ Disciplinary Authority to take appropriate action against the complainant. Complaints dropped in the 'Suggestion Box' by students and parents are redressed. All complaints are scrutinized by the management and the grievance redressal cell. The committee consists the following members:

Sl. No.	Name	Position	Qualification	Exp	Occupation
01	Dr.S.Muralidhar	Chairman	M.Pharm,PhD	20 yrs	Professor
02	Mr.J.John Krupakaran	Member	M.Pharm	14 yrs	Asst.Professor
03	Mrs.P.Geetha Bhavani	Member	M.Pharm	12 yrs	Asst Professor
04	OMBUDSMAN	Member nominated by University			
05	Dr.T.V.Narayana	Member Secretary	M.Pharm, PhD	32 yrs	Director- Principal

4a) Grievances redressal committee for Staff:

Sl. No.	Name	Position	Qualification	Exp	Occupation
01	Dr.Rao VSVVadlamudi	Chairman	M.Pharm,PhD	35 yrs	R&D
02	Dr P Rajeswara Rao	Member	M Pharm,PhD	40 yrs	Teaching & Administration
03	Mrs.P.Geetha	Member	M.Pharm	12 yrs	Asst Professor

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04	Bhavani OMBUDSMAN	Member nominated by University			
05	Dr. T. V. Narayana	Member Secretary	M.Pharm, PhD	32 yrs	Director- Principal

5) Committee for SC/ST:

Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Class (OBC) has been identified as backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. A cell has been established to support and to bring students from such communities to the main stream. The SC/ST/OBC cell of VIPS was established in the year 2018 with the purpose to empower the SC/ST/OBC students in the college. The college takes a special interest in facilitating financial support to students belonging to these communities from Government agencies and other sources. They are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

Sl. No.	Name	Position	Qualification	Exp	Occupation
01	Mr. E. Suresh Babu (Faculty)	Chairman	M.Pharm	10 yrs	Teaching
02	Smt. D. Anupama (Faculty)	Member	M Pharm	10 yrs	Teaching
03	K. Hemanth Kumar	Student Rep (Senior)	PharmD 2nd yr	---	---
04	M. Kamala Priya Kalyani	Student Rep (Junior)	B.Pharm 1st yr	---	---

Roles and Responsibilities:

- To counsel and guide SC/ ST/OBC students and also help them to manage academic and personal issues of college.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- Resolve the any issues relating to discrimination experienced by the students/ employees in the College.

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- To ensure protection and reservation as provided in the Constitution of India.
- To arrange for special opportunities to enhance the carrier growth.
- To aware the SC/ST students regarding various scholarships program of State Govt., AICTE and UGC.

6) Internal Complaint Committee (ICC):

The Institute has constituted CICC, whose main objective is to ensure sexual harassment-free environment for girl students and women employees of the institute and to address any harassment complaint. The committee has three students and an external member representation in addition to teaching and nonteaching staff members.

Sl. No.	Name	Position	Qualification	Exp	Occupation
01	Dr.G.Sumalatha	Chairman	M.Pharm,PhD	15 yrs	Teaching
02	Dr B.Maduharika	Member	M.Pharm,PhD	10 yrs	Teaching
03	Mrs.K.Ramya	Member	M.Pharm	10 yrs	Teaching
04	Sri.Pavan Kumar Reddy	Circle Inspector, Korukonda Police Station			Law & Order
05	Smt.P..Rajani Sessa Sai	Mayor, Rajahmundry Corporation			

Roles and Responsibilities:

- To receive complaints, if any, from the lady staff and girl students who have been subject to sexual harassment.
- To keep all records intact and in the proper order of the complaints received.
- To inquire into such complaints and establish the facts.
- To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.

7) Internal Quality Assurance Cell (IQAC):

The Internal Quality Assurance Cell(IQAC) of the institute is constituted for improving the quality and smooth conduction of various academic and administrative activities. The structure of the IQAC core committee is as follows and will be in force until further notice.

Sl. No.	Name	Role	Qualification	Experience
01	Dr. T.V.Narayana,	Chairman	M.Pharm, PhD	32 yrs


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	Director			
02	Dr. G.Sumalatha, Principal & HOD	Coordinator	M.Pharm, PhD	15 yrs
03	Dr.S.Muralidhar, Professor & HOD	Member	M.Pharm, PhD	20 yrs
04	Mr. S. Venkateswarlu, Office Superintendent	Administrative staff Member	M.Com	12 yrs
05	Dr. D.Srilakshmi, Professor & HOD	Member	M.Pharm, PhD	10 yrs
06	Dr. B. Madhuharika, Professor& HOD	Member	M.Pharm, PhD	11 yrs
07	Dr. D. Srinivas Sastry, Professor & HOD	Member	M.Pharm, PhD	15 yrs
08	Mr. T. Bharath Vikas, Secretary	Management Member	PharmD	2 yrs
09	Ms. T. Lakshmi Sunayana Jt. Secretary	Management Member	B.Tech, MS	1 yr
10	Dr.G. Vijay Kumar Managing Director SAI Hospitals	Local Member	MBBS,MD	20 yrs
11	Dr.Usha Kiran Professor GSL Medical College Rajahmundry.	Local Member	MBBS,MD	25 yrs

8) Academic and Administrative Audit Committee (AAAC):

The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. The NAAC and NBA expect the Institutions to undertake continuous Academic and Administrative Audits (AAA). The Academic and Administrative Audit Committee (AAAC):

Sl. No.	Name	Role	Qualification	Designation
01	Dr. T.V.Narayana	Chairman	M.Pharm,PhD	Principal
02	Mr. T.Uday Bhaskar	Member	M.Com	Administrative Officer
03	Mr. S.Venkatrao	Member	M.Com	Accounts Officer
04	Dr. G.Sumalatha	Convener	M.Pharm,PhD	Professor
05	Dr. S.Muralidhar	Member	M.Pharm,PhD	Prof & HOD

Roles and Responsibilities:

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- To monitor and evaluate the academic & the administrative process of the institute
- To periodically plan Internal and External audit based on the guidelines of NAAC /NBA
- To formulate internal audit committee and schedule accordingly.
- To identify external audit committee and coordinate the external audit
- To design Auditing checklist and a standard template
- To compile and analyze the outcome of the audit and report to IQAC.

9) Academic Monitoring Committee (AMC):

Academic related matters are discussed and reported to Internal Quality Assurance Cell for further action. AMC visits the department and audit the academic process. Faculty members incorporate changes in the academic process based on the recommendations made by the Academic Monitoring Committee. Also, Academic Monitoring Committee prepares the academic calendar.

Various documents verified by the academic audit committee are: Lesson Plan , Course outcome, CO-PO and CO-PSO mapping, IA question paper as per format specified by the institution and scheme & solution, IA marks announcement, Mentor meeting reports, Attendance Register and Syllabus coverage as per the plan in course diary.

After the verification process, summarized report is prepared by the convener of the academic monitoring committee and communicated to the respective HOD. If any discrepancy is found, the respective faculty will be intimated to do the corrections within one week of the audit. The follow up of corrections is taken care by HOD.

The Academic Monitoring Committee (AMC):

Sl. No.	Name	Role	Qualification	Designation
01	Dr. T.V.Narayana	M.Pharm,PhD	Chairman	Principal
02	Dr. G.Sumalatha	M.Pharm,PhD	Member Convener	Professor
03	Dr. S.Muralidhar	M.Pharm,PhD	Member	Professor & HOD
04	Dr. D.Srinivasa Sastry	M.Pharm,PhD	Member	Professor
05	Dr. D. Srilakshmi	M.Pharm,PhD	Member	Professor & HOD
06	Dr. B.Maduharika	M.Pharm,PhD	Member	Professor
07	Dr. G.Vijaykumar	M.Pharm,PhD	Member	Professor & HOD
08	Mr. P.Vasubabu	M.Pharm	Member	Assoc. Prof
09	Mr. John Kirubakaran	M.Pharm	Member	Assoc. Prof.
10	Mrs.D.Anupama	M.Pharm	Member	Assoc. Prof.

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Roles and Responsibilities:

- To plan and implement any academic improvements as recommended by IQAC.
- To monitor the implementation of AMC resolutions at department level.
- To monitor attendance/ mentoring process of students at each mentor level.
- To audit syllabus coverage/ suggest any corrective measures to each faculty if necessary periodically every semester.

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⑤.

2018-19 and 2019-20

Submitted on: 23/11/20

MEMORANDUM 335/2007

The District Registrar/Registrar of Societies of Rajahmundry Registration District is hereby acknowledge the receipt of the under mentioned documents and intimated that they have been filed.

Professional Academy of Education and Research (PAER), Rajahmundry, Filing of LRS for the year 2018-19 to 2019-2020, Date of Filing on 23.11.2020

CFMS ehwo
41228486822020
07.11.2020

Registrar of Societies
Rajahmundry
23/11/2020



PACE (Estd.2008)

Reg NO: 335/2007

Professional Academy of Education & Research (Reg.Society)

Address: D.No: 36-21-14, Near Yadavas Temple, Innespeta,

Rajahmundry, E.G Dist., A.P -533101.

Ph: 0883-2421290, 9441238238, e-mail: pace.vips@gmail.com, www.vipsrjy.org

PACE/79/ROS/2020

Date: 15.10.2020.

To
The District Registrar
Registrar of Societies
Rajahmundry.

Respected Sir,

Sub: Annual General Body Meeting of Society (2019-20) – Submission of Minutes & Documents

With reference to the above cited subject We Professional Academy of Education and Research, registered society no:335/2007 , herewith submitting the minutes of 13th annual general body meeting for the year 2019-20 held on 24/10/2019. We are also submitting the list of Executive Committee members, Audit report of 2018-19 and ITR filed for your reference. It was proposed to hold the forth coming annual general body meetings of the society in the month of JAN every year.

This is for your kind information.

Thanking you Sir,

T. S. RAO

CHAIRMAN

Professional Academy of Education & Research
RAJAHMUNDY

Yours Sincerely

[Signature]

Secretary

Secretary
Professional Academy of
Education & Research
Rajahmundry.

Received copy

[Signature]

15/10/2020
జిల్లా రిజిస్ట్రారు కార్యాలయం
రాజమహేంద్రవరం



PACE (Estd.2008)

Professional Academy of Education & Research (Reg.Society)

Address: D.No: 36-21-14, Near Yadavas Temple, Innespeta,

Rajahmundry, E.G Dist., A.P -533101.

Ph: 0883-2421290, 9441238238, e-mail: pace.vipsrjy@gmail.com, www.vipsrjy.org

NOTICE

Date: 04/01/2019.

To

All the Members,

Professional Academy of Education and Research,

Rajahmundry.

Annual General Body meeting for the year 2019-20

This is to inform all the members that the annual General body meeting of the Society "Professional Academy of Education and Research" Reg No: 335/2007 will be held on 26th JAN. 2019 at 11 AM at the society office No:36-21-14, Near Yadavas Temple, Innespet, Rajahmundry. Members are requested to attend the annual General body meeting to transact the following agenda:

1. To elect the Governing Body of the society for the year 2019-20
2. To approve the Audited Accounts of the society for the year 2018-19.
3. To discuss about the Proposed Budget of the society for the ensuring year 2019-20.
4. Vote of Thanks.

Thanking You all

T. C. S. RAO

CHAIRMAN
Professional Academy of Education & Research
RAJAHMUNDRY

Yours Sincerely

J. V. S. RAO
Secretary

Secretary
Professional Academy of
Education & Research
Rajahmundry.



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ANNUAL GENERAL BODY MEETING FOR THE YEAR 2019-20

The annual General body meeting of Society "Professional Academy of Education and Research" Reg No: 335/2007 was held on 04th JAN: 2019 at society office, No:36-21-14, Near Yadavas Temple, Innespet, Rajahmundry vide notice served by secretary on 01/01/2019. The meeting was convened by chairman of the society and discussed the following agenda.

Total Members of the Society: 15

Members Present: 15

AGENDA:

1. To elect the Governing Body for the year 2019-20
2. To discuss and approve the Audited Accounts of the year 2018-19.
3. To discuss about the Proposed Budget for the ensuring year 2019-20.

List of the Society members present during the meeting:

S.No	Name	Designation	Signature
01	Mr.T.Ch.Subbarao	Chairman	T.C.S.RAO
02	Mr.T.Srinivasa Rao	Vice-Chairman	T.S.Rao
03	Mr.T.Bharat Vikas	Joint Secretary	T.Bharat Vikas
04	Mrs.T.Durgarani	Secretary	T.Durgarani
05	Mr.T.Nagesh Kumar	Treasurer	T.Nagesh Kumar
06	Dr.T.V.Narayana	Director	T.V.Narayana
07	Ms.Lakshmi Sunayana	Director	Lakshmi Sunayana
08	Mrs.T.Lakshmirani	Director	T.Lakshmi Rani
09	Mr.J.Lakshmi Narayana	Director	J.L.Narayana
10	Mr.T.Udaya Bhaskar	Member	T.U.Bhaskar
11	Mr.R.Jaganatha Rao	Member	R.Jaganatha Rao
12	Mrs.S.Nagakumari	Member	S.Nagakumari
13	Mrs.A.Ganga Bhavani	Member	A.Ganga Bhavani
14	Mr.J.V.Rajesh	Member	J.V.Rajesh
15	Dr.G.Sumalatha	Member	G.Sumalatha

T.C.S.RAO
Chairman

T.Durgarani
Secretary

CHAIRMAN
Professional Academy of Education & Research
RAJAHMUNDRY

Secretary
Professional Academy of
Education & Research
Rajahmundry.



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Resolutions:

1. It has been resolved and approved the unanimous elections of the governing body (EC) held for the year 2019-20.
2. It has been approved unanimously the income and expenditure and audited accounts for the last year 2018-19 by all the society members.
3. It has been approved unanimously the proposed budget of the society for the ensuring year 2019-20 by all the society members.

The following List of members of the society unanimously resolved the above resolutions:

S.No	Name	Designation	Signature
01	Mr.T.Ch.Subbarao	Chairman	T.C.S.RAO
02	Mr.T.Srinivasa Rao	Vice-Chairman	T.S.Rao
03	Mr.T.Bharat Vikas	Joint Secretary	T.Bharat
04	Mrs.T.Durgarani	Secretary	T. Durgarani
05	Mr.T.Nagesh Kumar	Treasurer	T. Nagesh
06	Dr.T.V.Narayana	Director	Dr. T.V. Narayana
07	Ms.Lakshmi Sunayana	Director	Lakshmi Sunayana
08	Mrs.T.Lakshmirani	Director	T. Lakshmi Rani
09	Mr.J.Lakshmi Narayana	Director	J. L. Narayana
10	Mr.T.Udaya Bhaskar	Member	T.U. Bhaskar
11	Mr.R.Jaganatha Rao	Member	R. Jaganatha
12	Mrs.S.Nagakumari	Member	S. Nagakumari
13	Mrs.A.Ganga Bhavani	Member	A. Ganga
14	Mr.J.V.Rajesh	Member	J.V. Rajesh
15	Dr.G.Sumalatha	Member	Dr. G. Sumalatha

T.C.S.RAO
Chairman

CHAIRMAN
Professional Academy of Education & Res.
RAJAHMUNDRY

T. Durgarani
Secretary

Secretary
Professional Academy of
Education & Research
Rajahmundry.

PROFESSIONAL ACADEMY OF EDUCATION AND RESEARCH (Reg. Society No: 335/2007)
36-21-14, Near Yadavas Temple, Innespet, Rajahmundry, EG Dist, AP – 533101

EXECUTIVE COMMITTEE FOR THE YEAR 2019-20:

S.No	Name	Qualification & Occupation	Father' Name	Designation	Address	Signature
01	Sri T.Ch.Subbarao	BA, Former Director, Chamber of Com, Rajahmundry	S/o T.Rangaiah	Chairman	D.No: 36-21-14, Near Yadavas Temple, Innespet, Rajahmundry-533101	<i>T. C. S. Rao</i>
02	Sri T.S.Srinivasa Rao	B.com, Rtd Sr.Acc officer BSNL	S/o T.Ch.Subbarao	Vice-Chairman	Flat No: 209, MK Signature Apts, Gorakshanapet, Rajahmundry - 533103	<i>T.S.Srinivasa Rao</i>
03	Sri T.Bharath Vikas	B.A Entrepreneur	S/o Venkata Narayana	Joint Secretary	D.No: 36-21-14, Near Yadavas Temple , Innespet, Rajahmundry- 533101	<i>T. Bharath Vikas</i>
04	Smt.T.Durga Rani	B.Sc Entrepreneur	D/o A.Sanjeeva Rao	Secretary	Haripuram, Korukonda Road, Opp Ramakrishna Matt, Rajahmundry	<i>T. Durgamathi</i>
05	Sri T.Nagesh Kumar	B.Com, Dy. Supdt. Judicial Dept	S/o China Subbarao	Treasurer	D.No: 23-19-51, Krishna Yahvi Apartment , 2 nd Floor, Lalitha Nagar, Rajahmundry- 533101	<i>T. Nagesh Kumar</i>
06	Dr.T.V.Narayana	M.Pharm, PhD Teaching	S/o T.Ch. Subbarao	Director	D.No: 36-21-14 Innespet, Near Yadavas Temple, Rajahmundry- 533101	<i>Dr. T.V. Narayana</i>
07	Ms.T.L.Sunayana	B.Tech, MS Engineer	D/o T.V.Narayana	Director	D.No: 36-21-14 Innespet, Near Yadavas Temple, Rajahmundry- 533101	<i>T. Sunayana</i>
08	Sri J.Lakshmi Narayana	B.Sc Rtd. Dy. Collector Govt.of A.P	S/o J.Narayana Swamy	Director	Plot.No.30, Ayodhya Nasgar Colony, Mehdiptnam, Hyderabad - 500028	<i>J.L. Narayana</i>
09	Smt.T.Lakshmi Rani	B.A Entrepreneur	W/o Nagesh Kumar	Director	D.No: 23-19-51, Krishna Yahvi Apartment , 2 nd Floor, Lalitha Nagar, Rajahmundry- 533101	<i>T. Lakshmi Rani</i>

T. C. S. Rao

CHAIRMAN

**Professional Academy of Education & Res. Socy
RAJAHMUNDRY**

T. Bharath Vikas

**Secretary
Professional Academy of
Education & Research
Rajahmundry.**



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PACE/78/ROS/2020

Date: 15.10.2020.

To
The District Registrar
Registrar of Societies
Rajahmundry.

Respected Sir,

Sub: Annual General Body Meeting of Society (2018-19)- Submission of Minutes & Documents

With reference to the above cited subject We Professional Academy of Education and Research, registered society herewith submitting the minutes of 12th annual general body meeting for the year 2018-19 held on 24.01.2018 at society office No:36-21-14, Near Yadavas Temple, Innespet, Rajahmundry . We are also submitting the list of Executive Committee members for the year 2018-19, Audit report of 2017-18 and ITR filed for your reference. It was proposed to hold the forth coming annual general body meetings of the society in the month of JAN every year. This is for your kind information.

Thanking you Sir,

Yours Sincerely

T. E. S. RAO
CHAIRMAN
Professional Academy of Education & Res.
RAJAHMUNDRY

A. V. S. RAO
Secretary
Professional Academy of
Education & Research
Rajahmundry.

Received copy

(Signature)

16/10/2020

జిల్లా రిజిస్ట్రారు కార్యాలయం
రాజమహేంద్రవరం



PACE (Estd.2008)

Professional Academy of Education & Research (Reg.Society)

Address: D.No: 36-21-14, Near Yadavas Temple, Innespeta,

Rajahmundry, E.G Dist., A.P -533101.

Ph: 0883-2421290, 9441238238, e-mail: pace.vips@gmail.com, www.vipsrjy.org

NOTICE

Date: 02.01.2018.

To
All the Members,
Professional Academy of Education and Research,
Rajahmundry.

General Body meeting for the year 2018-19

This is to inform all the members that the annual General body meeting of the Society "Professional Academy of Education and Research" Reg No: 335/2007 will be held on 24th JAN. 2018 at 11 AM at the society office No:36-21-14, Near Yadavas Temple, Innespet, Rajahmundry. Members are requested to attend the annual General body meeting to transact the following agenda:

1. To elect the Governing Body of the society (E C) for the year 2018-19
2. To approve the Audited Accounts of the society for the year 2017-18.
3. To discuss about the Proposed Budget of the society for the ensuring year 2018-19.
4. To discuss about holding of AGM in the month of JAN. every year.
5. Any other matter with the permission of Chair.
6. Vote of Thanks.

Thanking You all

J. P. S. S. S. S.
CHAIRMAN

Professional Academy of Education & Research
RAJAHMUNDRY

Yours Sincerely

A. P. S. S. S.

Secretary

**Professional Academy of
Education & Research**
Rajahmundry.



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ANNUAL GENERAL BODY MEETING FOR THE YEAR 2018-19

The annual General body meeting of Society "Professional Academy of Education and Research" Reg No: 335/2007 was held on 24th JAN 2018 at society office, No: 36-21-14, Near Yadavas Temple, Innespet, Rajahmundry vide notice served by secretary on 2-1 2018 . The meeting was convened by chairman of the society and discussed the following agenda.

Total Members of the Society: 15

Members Present: 15

AGENDA:

1. To elect the Governing Body for the year 2018-19
2. To discuss and approve the Audited Accounts of the year 2017-18.
3. To discuss about the Proposed Budget for the ensuring year 2018-19.
4. To discuss about holding of AGM in the month of JAN every year.

S.No	Name	Designation	Signature
01	Mr.T.Ch.Subbarao	Chairman	T.C.S.RAO
02	Mr.T.Srinivasa Rao	Vice-Chairman	T.S.Rao
03	Mr.T.Bharat Vikas	Joint Secretary	T.Bharat Vikas
04	Mrs.T.Durgarani	Secretary	T. Durgarani
05	Mr.T.Nagesh Kumar	Treasurer	T. Nagesh Kumar
06	Dr.T.V.Narayana	Director	T.V.Narayana
07	Ms.Lakshmi Sunayana	Director	Lakshmi Sunayana
08	Mrs.T.Lakshmirani	Director	T. Lakshmi Rani
09	Mr.J.Lakshmi Narayana	Director	J.L. Narayana
10	Mr.T.Udaya Bhaskar	Member	T.U. Bhaskar
11	Mr.R.Jaganatha Rao	Member	R. Jaganatha Rao
12	Mrs.S.Nagakumari	Member	S. Nagakumari
13	Mrs.A.Ganga Bhavani	Member	A. Ganga Bhavani
14	Mr.J.V.Rajesh	Member	J.V. Rajesh
15	Dr.G.Sumalatha	Member	G. Sumalatha

T.C.S.RAO
Chairman

T. Durgarani
Secretary

CHAIRMAN
Professional Academy of Education & Research
RAJAHMUNDRY

Secretary
Professional Academy of
Education & Research
Rajahmundry.



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Resolutions:

1. It has been resolved unanimously and approved by all the members of the society to continue with the old governing body of 2017-18 for the year 2018-19 also.
2. It has been resolved unanimously and approved the income and expenditure statement and audited accounts of the year 2017-18 by all the society members.
3. It has been resolved unanimously and approved the proposed budget of the society for the ensuring year 2018-19 by all the members.
4. It has been resolved unanimously by all the members of the society and approved to conduct annual general body meeting in the month of March every year.
5. It has been approved unanimously by all the committee members to conduct health camps, Scholarships to poor students and charitable services.

The following list of members of the society unanimously resolved the above resolutions:

S.No	Name	Designation	Signature
01	Mr.T.Ch.Subbarao	Chairman	T.C.S. RAO
02	Mr.T.Srinivasa Rao	Vice-Chairman	T.S. Rao
03	Mr.T.Bharat Vikas	Joint-Secretary	T. Bharat Vikas
04	Mrs.T.Durgarani	Secretary	T. Durgarani
05	Mr.T.Nagesh Kumar	Treasurer	T. Nagesh Kumar
06	Dr.T.V.Narayana	Director	T.V. Narayana
07	Ms.Lakshmi Sunayana	Director	Lakshmi Sunayana
08	Mrs.T.Lakshmirani	Director	T. Lakshmirani
09	Mr.J.Lakshmi Narayana	Director	J.L. Narayana
10	Mr.T.Udaya Bhaskar	Member	T.U. Bhaskar
11	Mr.R.Jaganatha Rao	Member	R. Jaganatha Rao
12	Mrs.S.Nagakumari	Member	S. Nagakumari
13	Mrs.A.Ganga Bhavani	Member	A. Ganga Bhavani
14	Mr.J.V.Rajesh	Member	J.V. Rajesh
15	Dr.G.Sumalatha	Member	G. Sumalatha

T.C.S. RAO
Chairman

T. Bharat Vikas
Secretary
Professional Academy of Education & Research
Rajahmundry.

CHAIRMAN

Professional Academy of Education & Research
RAJAHMUNDY

PROFESSIONAL ACADEMY OF EDUCATION AND RESEARCH (Reg. Society No: 335/2007)
36-21-14, Near Yadavas Temple, Innespetta, Rajahmundry, EG Dist, AP – 533101

EXECUTIVE COMMITTEE FOR THE YEAR 2018-19:

S.No	Name	Qualification & Occupation	Father' Name	Designation	Address	Signature
01	Sri T.Ch.Subbarao	BA, Former Director, Chamber of Com. Rajahmundry	S/o T.Rangaiah	Chairman	D.No: 36-21-14, Near Yadavas Temple, Innespet, Rajahmundry-533101	T. C. S. Subbarao
02	Sri T.S.Srinivasa Rao	B.com, Rtd Sr. Acc officer BSNL	S/o T.Ch.Subbarao	Vice-Chairman	Flat No: 209, MK Signature Apts, Gorakshanapet, Rajahmundry - 533103	T. S. Srinivasa Rao
03	Sri T.Bharath Vikas	B.A Entrepreneur	S/o Venkata Narayana	Joint Secretary	D.No: 36-21-14, Near Yadavas Temple, Innespet, Rajahmundry-533101	T. Bharath Vikas
04	Smt.T.Durga Rani	B.Sc Entrepreneur	D/o A.Sanjeeva Rao	Secretary	Haripuram, Korukonda Road, Opp Ramakrishna Matt. Rajahmundry	T. Durga Rani
05	Sri T.Nagesh Kumar	B.Com, Dy. Supdt. Judicial Dept	S/o China Subbarao	Treasurer	D.No: 23-19-51, Krishna Yabvi Apartment, Floor, Lalitha Nagar, Rajahmundry- 533101	T. Nagesh Kumar
06	Dr.T.V.Narayana	M.Pharm, PhD Teaching	S/o T.Ch. Subbarao	Director	D.No: 36-21-14 Innespet, Near Yadavas Temple, Rajahmundry-533101	T. V. Narayana
07	Ms.T.L.Sunayana	B.Tech, MS Engineer	D/o T.V.Narayana	Director	D.No: 36-21-14 Innespet, Near Yadavas Temple, Rajahmundry-533101	T. L. Sunayana
08	Sri J.Lakshmi Narayana	B.Sc Rtd. Dy. Collector Govt.of A.P	S/o J.Narayana Swamy	Director	Plot.No.30, Ayodhya Nagar Colony, Mehdiptnam, Hyderabad - 500028	T. L. Narayana
09	Smt.T.Lakshmi Rani	B.A Entrepreneur	W/o Nagesh Kumar	Director	D.No: 23-19-51, Krishna Yabvi Apartment, 2 nd Floor, Lalitha Nagar, Rajahmundry-533101	T. Lakshmi Rani

T. C. S. R. Rao

CHAIRMAN

Professional Academy of Education & Research
RAJAHMUNDRY

T. S. Srinivasa Rao

Secretary

Professional Academy of
Education & Research
Rajahmundry.



VIKAS INSTITUTE OF PHARMACEUTICAL SCIENCES

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Additional committees

Under this head there are different committees and their roles and responsibilities are defined as

- To take cognizance of any breach of discipline and suggest immediate disciplinary action in such cases to implement and coordinate anti-ragging measures along with Convener and members of teaching staff, Students and Alumni.
- To decide the quantum of punishment to be imposed on the erring students.
- To monitor discipline among students community in the classroom, in the whole campus and as well as at other places.
- To conduct inquiries of the defaulter students against individual / collective indiscipline Collection of relevant evidence of incidence of indiscipline
- Liaison with District administration in matters regarding law and order situation in the institute (if necessary)
- To take preventive steps such as issue of notices, warnings, instructions, regulating certain actions, etc. against individual or collective indiscipline
- To counsel and guide SC/ ST/OBC students and also help them to manage academic and personal issues of college.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus. Resolve the any issues relating to discrimination experienced by the students/ employees in the College.
- To ensure protection and reservation as provided in the Constitution of India.
- To arrange for special opportunities to enhance the carrier growth.
- To aware the SC/ST students regarding various scholarships program of State Govt., AICTE and UGC.
- To receive complaints, if any, from the lady staff and girl students who have been subject to sexual harassment.
- To keep all records intact and in the proper order of the complaints received.
- To inquire into such complaints and establish the facts.
- To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.
- To monitor and evaluate the academic & the administrative process of the institute
- To periodically plan Internal and External audit based on the guidelines of NAAC /NBA
- To formulate internal audit committee and schedule accordingly.
- To identify external audit committee and coordinate the external audit
- To design Auditing checklist and a standard template
- To compile and analyze the outcome of the audit and report to IQAC.
- To plan and implement any academic improvements as recommended by IQAC.


Dr. G. SUMALATHA
PRINCIPAL

Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.



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- To monitor the implementation of AMC resolutions at department level.
- To monitor attendance/ mentoring process of students at each mentor level.
- To audit syllabus coverage/ suggest any corrective measures to each faculty if necessary periodically every semester.

S.No.	Name of the Committee	Members	Role
1	Examination & Evaluation Cell	D.Anupama	Chairman
		K.Ramya	Member
		P.Geetha Bhavani	Member
		B.Satya	Member
		G.Anusha	Member
		P.Vasu Babu	Member secretary
2	Board of Head of the Departments	Dr.T.V.Narayana	Chairman
		Dr.S.Muralidhar	Member
		Dr.SrinivasaSastry	Member
		Dr.D.Sri Lakshmi	Member
		Dr.B.Madhu Harika	Member
		Dr.Prinicity	Member
3	Library Committee	E.Suresh Babu	Chairman
		G.Anusha	Member
		P.Venkat	Member
		Raji	Member
		V.Rukmini	Member secretary
4	Scholarship committee	P.Vasu Babu	Chairman
		S.Venkat	Member
		Anusha.	Member
5	Sports and Games	T.Uday Bhaskar	Chairman
		T.Rajesh	Member
		S.V.V.Subhramanyam	Member
		K.P.S.Praneetha	Member
6	Cultural and literacy	T.Jyothi	Teacher members
		K.Divya	
		S.Munni S.Naga Durga Prasad	Students members
7	Training & Placement	Dr D Sri Lakshmi	Chairman
		J.JohnKirubakaran	Member
		P.Vasu Babu	Member
		I.S.R.Parmesh	Member
8	Admission committee	P.Vasu Babu	Chairman
		T.Adi Narayana	Member

G. Sumalatha
Dr. G. SUMALATHA
PRINCIPAL

Vikas Institute of Pharmaceutical Science
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		P.Geetha Bhavani	Member
9	Student council	BVB.Balaji	Faculty Member
		M.Usha	Faculty Member
		M.Baby Ratnam	Student Member
		N.Manorama	Student Member
		G.Manipratap	Student Member
10	Committee for prevention of sexual harassment	Dr.G.Sumalatha	Chairman
		D.Anupama	Member
		K.Ramya	Member
		Dr.G.Vijay Kumar.	Member
11	Staff Selection Committee	T.ChinaSubba Rao	Chairman
		Dr.T.V.Narayana	Member
		Dr.G.Sumalatha	Member
		Dr.D.Satyanarayana	Member
		Dr.G.Vijay Kumar	Member
12	Research Committee	Dr.T.V.Narayana	Chairman
		Dr.G. Sumalatha	Member
		Dr.S.Muralidhar	Member
		Dr.G. Vijay Kumar	Member
		Dr.B.Madhu Harika.	Member
13	Institutional Animal Ethical Committee	In Accordance to CPCSEA	
14	Institutional Innovation and Incubation Committee	Dr.T.V.Narayana	Chairman
		Dr.G. Sumalatha	Member
		Dr D.Srinavasa Sastry	Member
		Dr D. Sri Lakshmi	Member
		Dr.B.Madhu Harika	Member
		Dr.G.Vijay Kumar	Member
		Dr.S.Princely	Member
		K.Ramya	Member
		P.Vasu Babu	Member
		Dr.DiwakarGoli	External Expert
15	Entrepreneurship Development Cell	M.Kasi Jagadeshwara Rao	Chairman
		M.TulasiMaheswari	Member
		K.L.Chaitanya	Member
		M.Nagendra	Member
16	Faculty Development Committee	Dr.T.V.Narayana	Chairman
		Dr.G.Vijay Kumar	Member
		Dr.G. Sumalatha	Member
		Dr D.Satyanarayana	Member

Sumalatha
Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
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		Dr B.Madhu Harika	Member
		Dr.D Sri Lakshmi	Member
17	Academic Audit	J.JohnKirubakaran	Chairman
		D.Anupama	Member
		P.VasuBabu	Member
		K.Ramya	Member
		I.S.R.Paramesh	Member
		K.P.S.Praneetha	Member
		Chakrapani	Member
18	Student Induction Programme cell	P.Vasu Babu	Chairman
		Dr.D Sri Lakshmi	Member
		Dr.S.Princely	Member
		E.Suresh Babu	Member
		K.P.S.Praneetha	Member
19	Universal Human Value Cell	Dr.T.V Narayana	Chairman
		Dr G. Vijay Kumar	Member
		Dr B.Madhu Harika	Member
		M.Nagendra	Member
		K.Divya	Member
		M.V.Sumalatha	Member
20	Women Empowerment Cell	Dr B.Madhu Harika	Chairman
		Dr D Sri Lakshmi	Member
		T.Jyothi	Member
		Dr.S.Muralidhar	Member
		M.Harika	Member
21	Women Protection Cell	Dr.G. Sumalatha	Chairman
		D.Anupama	Member
		K.P.S.Praneetha	Member
		M.Anantha Lakshmi	Member
		M.Usha	Member
		K.L.Chaitanya.	Member
22	Maintenance	P Vasubabu	Chairman
		M Harika	Member
		Surya	Member
		Krishna	Member
		Narasimhulu	Member


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Strategic plan 2020-2025

- To strengthen the incubation and pre incubation centre in the campus
- To train the students for oral and paper presentations in different national and international seminars, conferences and workshops
- To plan long term proposals for collaborative research work with the industry and academics
- To Strength IQAC and IPR cell
- Faculty and student development through training in India and Abroad
- To be recognised as National Institute for conducting research works.
- To add new diploma and certification courses or bridge courses
- To encourage the students for start-ups and filing IPR
- To get research and seminar grants from different government and non government bodies
- To extend social service activities in and around the village and educate them for plastic free environment
- To get permanent affiliation and to recognise as an research centre under AU
- Getting meritorious students from the rural areas.
- Adapting to latest technological and digital changes in higher education and research.
- Nurturing the faculty for International workshops and conferences.
- Focusing in Innovative areas for the trends in drug development.
- To train the students for availing stipend in All India competitive exams like GPAT, NIPER, CSIR etc.

Dr. G. SUMALATHA
PRINCIPAL

Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.