



VIKAS INSTITUTE OF PHARMACEUTICAL SCIENCES

Near Airport, Nidigatla Road, Rajahmundry - 533102

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

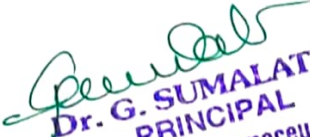



Date: 15.07.2020

CIRCULAR

This is to inform all the non-teaching and administrative staff that there is an Annual Code of Code Programme by Professor Krishnaveni on "Human values and policies of ethics for Admin Staff" on 16.07.2020 through online mode.

The link will be shared 15mins prior to the session.


Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.


PRINCIPAL
(Dr. T.V. Narayana)



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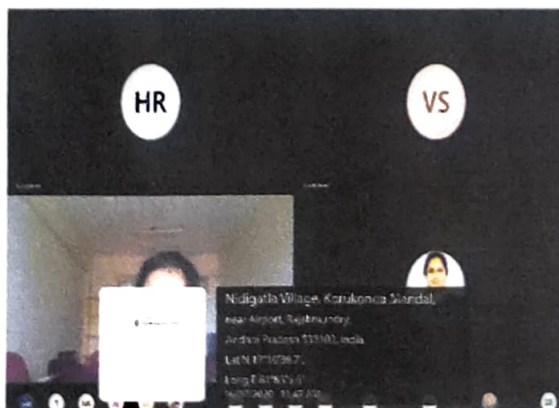
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Report on Annual Code of Conduct Programme for Administrative and Non-teaching Staff 2020-2021

Dr. G. Sumalatha, Principal addressed the gathering with welcome note. The programme was devoted to the Principal's discussion on the codes of conduct that staff members should adhere to while working in the college. She started the topic by giving an introduction regarding the college motto, vision, and mission. She also mentioned the history of the college stating prominent facts about the institution. The resource person Prof. Krishnaveni talked about the ground rules regarding dressing, using mobile phones, and the internet within the college campus.

She also focused on the staff members follow a formal way of dressing. She laid down a few policies regarding workplace visitors and employee relationships. The importance of maintaining a healthy relationship within the college campus. She embarked on a discussion on solicitation and distribution. It was informed that as employees they could solicit from the colleagues only under certain conditions like seeking support for a cause etc. The session was successful in acquainting the staff members about the rules and workplace policies of the college. The programme ended with the vote of thanks delivered by the IQAC co-ordinator, Dr. D. Sri Lakshmi.



Human values and policies of ethics for Admin
Staff

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List of Non-teaching and Administrative Staff Attended

S. No	Name of the Staff	Occupation
1	S. Venkateswarulu	Office staff
2	B. Satyaveni	Office staff
3	V. Satyanarayana	Lab Tech
4	V. Durga Prasad	Lab Assistant
5	B. Tirupati Rao	Librarian
6	V. Rukmini	Assistant Librarian
7	J. Raja Sekhar	Lab Technician
8	V. Veerabhadra Rao	Lab Technician
9	G. Anusha	Computer operator
10	V. Surya Narayana	Operator
11	P. Devi	Lab Tech
12	P. Vara laxmi	Lab Tech
13	T. Uday Bhaskar	Office Superintendent


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