

**Minutes of Meeting of Academic Planning &
Implementation Committee**

STAFF MEETING

12th Nov 2021

AGENDA

NAAC Peer Team Visit

MEETING MINUTES

NAAC Peer Team Visit dates were confirmed as 6th and 7th of December.

All the metric coordinators and Criteria heads expressed their readiness for the visit.

Discussion was on the planning of the two day visit.

Principal's Power Point was presented along with the respective power points of the departments.

Faculty were allotted duties apart from their regular responsibilities. Minute to minute schedule is to be prepared by the IQAC coordinator.

RESOLUTION

The minutes of the meeting were approved.

S. Venkatesh
Coordinator
IQAC

Principal




PRINCIPAL -
VIJAYA INSTITUTE OF
PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA - 521 108.

VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA - 521108.

DEPARTMENT WISE STAFF DETAILS

S.No	STAFF NAME	DESIGNATION	SIGNATURE
1	Dr. K. Padmalatha	Principal	
DEPT: PHARMACOLOGY			
2	Dr. S. Sundar	Professor	
3	Mr. Ambala Jayaram Reddy	Assoc. Prof	
4	Mrs. V. Greeshma	Asst. Prof	
5	Mrs. Atluri Bhavana	Asst. Prof	
6	Mrs. N. K. Surya Neeraja	Asst. Prof	
7	Mrs. K. Radha	Asst. Prof	

DEPT: PHARMA ANALYSIS

8	Dr. B. Ramu	Professor	
9	Mrs. Vijaya Durga Dumpala	Assoc. Prof	
10	Mr. Balakrishna Muthyala	Asst. Prof	
11	Mrs. Ch. Swathi	Asst. Prof	
12	Mrs. Ch. Anupama Swathi	Asst. Prof	
13	Mrs. B. Rajani	Asst. Prof	
14	Ms. Vemanda Uma	Asst. Prof	
15	Ms. Bojjagani Lekhya	Asst. Prof	
16	Ms. S. Sai Tejaswini	Asst. Prof	

DEPT: PHARMACEUTICAL CHEMISTRY & PHYTO CHEMISTRY

17	Dr. G. Surendera	Professor	
18	Mrs. Mamillapalli Vani	Assoc. Prof	
19	Mr. Sheik Shehensha	Assoc. Prof	
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36	Mrs. Putta Durga	Asst. Prof	

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41	Mr. Naveen Yadav Yaradesi	Asst. Prof	
42	Dr. B. Navya	Asst. Prof	
43	Dr. I. Reshma Naidu	Asst. Prof	
44	Dr. A. Chandra Sekhar	Visiting Prof	



STAFF MEETING

12th Dec 2021

AGENDA

NAAC inspection Success meet
I B-Ph & I Ph D Admissions

MINUTES

NAAC Peer Team Visit went on well and the three member committee expressed its satisfaction during the Exit Meet.

The Peer Team suggested to concentrate on Research and strengthen the R&D Dept.

The result may be announced on 13th Dec / 14th Dec, and a success meet is planned to be held after the announcement.

It was planned to organize "Graduation Day". Admission Committee must look into the aspects of acquiring admissions and to give information about the college, to those who visit the college seeking admission.

RESOLUTION

The minutes were approved.

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	Dr. B. Dhanush	Asst. Prof	
	Dr. A. Chandira Sekhar	Visting Prof	



VIJAYA INSTITUTE OF
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STAFF MEETING

24th Jan 2022

AGENDA

Admissions

Attainments

Course files

IV B.Ph Practice School

Project Review Committee

Subject Allotment

AQAR Submission

MINUTES

Attainments for the academic year 2020-21 for II B.Ph - II Sem and I B.Ph - II Sem must be completed as soon as possible.

II, III & IV B.Ph Course files for 2021-22 must be prepared.

Course files of M.Ph for 2020-21 are to be submitted at the earliest.

Admissions into I B.Ph / I Ph.D Prog. remain pending which may delay the academic year.

IV B.Ph faculty were instructed to guide the students in the preparation of Practice School Books. They were made into 15 groups and 3 Review Meetings are to be conducted by the Project Review Committee before the final submission. The schedule proposed was as follows:



31st Jan - First Meeting
15th Mar - Second RRM
15th May - Third RRM

Next academic year may fall
between 14th Feb and 13th June.

A new programme in M. Pharmacy
on "Regulatory Affairs" is planned for
for the coming academic year.

Subject Allotment for the new a/c yr
is as given under:

IV B. Ph - II sem

BioStat & RM - Dr. SVR
Social & Ps. Ph. - Mrs. Reshna
El. Cos. Sc - Mrs. Nagalakshmi
Reg. Affairs - Mrs. B. Hemalatha
En Phicol - Mrs. A. Bhavana
Ad. Tech. - Mrs. Ch. A. Swathi
Class in-charge - Dr. SVR

II B. Ph.

Med. Tech. III - Mrs. Krupamayee
Phicol. III - Mrs. Keesthane
Herbal Drug Tech. - Mrs. M. Vani
BPK - Mrs. A. Hima Bindu
Biotech. - Dr. S S
QA - Mrs. Sai Teja Swini
in-charge - Mrs. A. H. [Signature]



II B.Ph

POC III - Mrs S Prasanna
 MC II - Mr. Shehenshaw
 PP II - Mrs. Divya
 Col I - Mrs. Neeraja
 Phyto. - Ms. Lekhya
 class in-charge - Mrs S P

I B.Ph

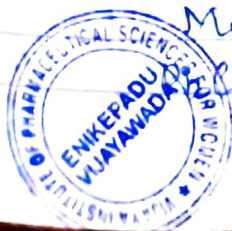
HAP - Ms AJR
 Ph. Analysis - Mr Bala Krishna
 Ph. Centies - Mrs. Nagalakshmi
 PIC - Mrs DVD
 Rem. Bio - Ms. AJR
 Rem. Maths - Mr. Srinivas
 Commn. Skills - Mrs VVD
 class in-charge - Mrs. Nagalakshmi

I Phasm D

POC I - Mrs. Krupamarji
 PIC - Mrs Ch A. Swathi
 Med Bio. Che - Ms. Anitha
 Ph. Centies - Mrs. Divya
 HAP - Dr. Chandrasekhar
 Rem. ^{Maths} ~~Pharm~~ - Mr. Srinivas

II Phasm D

Patro Phy. - Dr. Prathibha
 Mic. Bio. - Dr. SS
 Log. - Mrs M. Vani



Ph. col I - Mrs. Radha
 Commn. Ph. - Mr. Dr. Reshmi
 PTI - Dr. KPR

III Pharm D

col. II - Mrs. Radha
 Ph. Analysis - Mrs. DVD
 PT II - Dr. Jabitha
 Juris - Ms. Anitha
 Med. Tech. - Mr. Shehenshah
 Ph. form. - Mrs. B. Hemalatha

IV & V Ph. D will be run with the same faculty as earlier

M. Ph.

MPA - Mr. Bala Krishna
 NDDS - Dr. SVR
 RA - Mrs. Hemalatha
 Adv. Ph. Col. - Mrs. Bhavana
 Sci. Tech. - Mrs. Neesaja
 Cell & MM. Bio. - Dr. SS

It has been mentioned by the Principal to conduct study house/ remedial classes as required for the approaching II Mid / Supply exams as I - II results were not satisfactory.



Time tables and lesson plans to be prepared as early as possible

Faculty members will have to appear for the Ratification interview to be conducted by JNTUK, Kakinada, as such they have to fill in the application forms.

As Jan 31st is the last date for AQAR submission, criteria and metric Coordinators have to complete their respective data format work and descriptions as early as possible

It has been decided to place a Register at IQAC Room, so as to make it convenient for the event/activity Coordinators to fill in the details in the day wise NAAC activity Register immediately after the completion of the event/activity.

RESOLUTION

Minutes were approved

S. Venkata Rao
Coordinator, IQAC



Principal

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PRINCIPAL

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 ENIKEPADU, VIJAYAWADA-521 108



STAFF MEETING

25.02.2022

AGENDA

Research Proposals
AQAR

MEETING

Faculty members working under the guidance of Dr. Selvam, President Antiviral Research Society will have to submit their research proposals by 5th March 2022.

Faculty must look into the various schemes and projects by SERB, AICTE, DST and other such organizations and prepare their proposals accordingly.

As the last date for AQAR submission has been extended, and therefore faculty may check their data once again before submission. 1st Oct 2020 - 30th Sep. 2021 will be the time line for AQAR submission.

RESOLUTION

Minutes of the meeting were approved

S. Vaidyanathan
Coordinator

IQAC

Principal




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46	Dr. A. Chandra Sekhar	Visiting Prof	



STAFF MEETING

03.03.2022

AGENDA

NAAC & wise allotment of faculty
in place of those who left the institution
Conference
Leave Rules

MEETING

As some of the faculty members
have left the institution, there arose
a need to replace them as follows:

Mentor - mentee - Mrs. Susma neeraja
Research & Publications - Dr. M. Vani
Sem / Conf / Workshops - Dr. KPR
Alumni - Mrs. Radha & Ms. Lekhya
Vyjanathi - Ms. Keerthana

Dr. KPR along with his team should
look into the planning and organization
of the upcoming APP conference

Department files are to be updated.

Calendar year from Jan - Dec will be
followed for leave procedures.

12 CLS + 3 ELS will be sanctioned
to the faculty as per the rules of
SRK Foundation

One leave per one month will be
approved and beyond the limit,
LOP will be implemented.

3 Late permissions will be granted.



Venue:
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STAFF MEETING

09.04.2022

AGENDA

Mid Examinations
Syllabus Completion
Annual Get Together

MEETING MINUTES

As III Mid Examinations for III IV & V years Pharm D are scheduled from 18.04.2022, staff are instructed to complete their respective syllabi so as to have sufficient time for revision.

Students with less percentage of attendance are to be identified and the condonation list must be submitted to the office.

II B.Ph - I Mid Examinations are scheduled from 11.04.22, and hence staff must submit the list of long absentees immediately. After the Mid Examination students with poor performance must be identified so as to encourage peer learning activity.

As Annual Get Together date may be announced any time, staff especially the Sports & Cultural Committee Coordinators must submit the Prize Winners List to the office.

The Academic Planning



Implementation Committee Coordinator was informed to submit the Student Merit List to the Principal's Office

RESOLUTION

With the consent of the Chair Person, the minutes were approved

S. Venkatesh
Coordinator,
IQAC

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31	Mrs. Swathi Chilukuri	Asst. Prof	
32	Mrs. K. Divya	Asst. Prof	
33	Mrs. Donkena Padma	Asst. Prof	

DEPT: S&H

34	Mr. Vemuri Srinivas	Assoc. Prof	
35	Mrs. V. Vishnu Vandana Devi	Assoc. Prof	
36	Mrs. Putta Durga	Asst. Prof	

DEPT: PHARM PRACTICE

37	Dr. Purushothama Reddy K	Assoc. Prof	
38	Mrs. V. Raja Rajeswari Kola	Asst. Prof	
39	Dr. Natta Prathibha	Asst. Prof	
40	Dr. Thabitha Saroon M	Asst. Prof	
41	Mr. Naveen Yadav Yaradesi	Asst. Prof	
42	Dr. B. Navya	Asst. Prof	
43	Dr. I. Reshma Naidu	Asst. Prof	
44	Dr. B. Dhanush	Asst. Prof	
45	Dr. A. Chandra Sekhar	Visting Prof	



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STAFF MEETING 07-05-2022

AGENDA

Indo-Swiss Conference
Mid Examinations
Annual Report

MINUTES

As the II Mid Examinations for II B. Ph Students are scheduled from 16.05.2022 to 21.05.2022, Staff must complete their Syllabi within the stipulated time. End Examinations for IV B. Ph Students will commence from 16.05.2022 and therefore, Project Works of final year Students must be taken care of by the respective guides and the Students must be left with ample time for the preparation of final viva and theory sem end examinations.

Staff, according to their allotted criterion must submit their respective data for the preparation of the Annual Report 2021-2022

4th Indo-Swiss Conference, in association with APP is scheduled on 20th and 21st May, and as such Seminars/Workshops/Conferences Committee Coordinator must look into the aspects of organization of the conference. IV B Ph and M. Ph Students are to be encouraged to



present posters and papers.

All the activities of the college must be entered in "IQAC Activity Book" by the respective organizer of the activity/event immediately after the completion of it.

The report along with the fees must be mailed to :

VIPWiqac123 @ gmail com

Password : VIPWiqac123

The data may be accessed accordingly by the staff for further use

Any event organized in the College Seminar Hall must be entered in the Seminar Hall Log Book by the organizer of the event.

RESOLUTION

With the consent of the Chair Person, the meeting minutes were approved.

S. Venkatesh

Coordinator, IQAC



Principal



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ENIKEPADU, VIJAYAWADA - 521108.

DEPARTMENT WISE STAFF DETAILS

S.No	STAFF NAME	DESIGNATION	SIGNATURE
1	Dr. K. Padmalatha	Principal	
DEPT: PHARMICOLOGY			
2	Dr. S. Sundar	Professor	
3	Mr. Ambala Jayaram Reddy	Assoc. Prof	
4	Mrs. V. Greeshma	Asst. Prof	
5	Mrs. Athuri Bhavana	Asst. Prof	
6	Mrs. N. K. Surya Neeraja	Asst. Prof	
7	Mrs. K. Radha	Asst. Prof	
8	Ms. J. Sai Keertana	Asst. Prof	

DEPT: PHARMA ANALYSIS

9	Dr. B. Ramu	Professor	
10	Mrs. Ch. Anupama Swathi	Asst. Prof	
11	Mrs. S. Archana	Asst. Pro	
12	Ms. Vemanda Uma	Asst. Prof	
13	Ms. Bojjagani Lekhya	Asst. Prof	
14	Ms. S. Sai Tejaswini	Asst. Prof	
15	Mrs. M. Subba Lakshmi	Asst. Prof	

DEPT: PHARMACEUTICAL CHEMISTRY & PHYTO CHEMISTRY

16	Mrs. Mamillapalli Vani	Professor	
17	Dr. G. Surendera	Professor	
18	Mrs. Raniya Jonnalagadda	Asst. Prof	
19	Mrs. Sunitha Reddy	Asst. Prof	
20	Ms. Daasi Prasanna	Asst. Prof	
21	Ms. P. Anitha	Asst. Prof	
22	Ms. G. Krupamai	Asst. Prof	
23	Mrs. K. Suncetha	Asst. Prof	
24	Mrs. B. Swathi	Asst. Prof.	

DEPT: PHARMACEUTICS

25	Dr. S. Venkateswara Rao Sadhu	Professor	
26	Mrs. Hema Latha Bala	Asst. Prof	
27	Mrs. Attuluri V. S. Himabindu	Asst. Prof	
28	Mrs. PMM Naga Lakshmi Varma	Asst. Prof	
29	Mrs. Ganta Pramoda	Asst. Prof	
30	Mrs. Madhavi Gorrepati	Asst. Prof	
31	Mrs. Swathi Chilukuri	Asst. Prof	
32	Mrs. K. Divya	Asst. Prof	
33	Mrs. Donkena Padma	Asst. Prof.	

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35	Mrs. V. Vishnu Vandana Devi	Assoc. Prof	
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