



## **PRINCETON COLLEGE OF PHARMACY**

(Affiliated to JNTUH, Approved by PCI, New Delhi & Accredited by NAAC)

Chowdariguda(V), Korremula, Ghatkesar (M), Medchal- Malkajgiri (Dist.) - 500 088

E mail: [princeton.pharmacy@gmail.com](mailto:princeton.pharmacy@gmail.com), Website: [pcop.ac.in](http://pcop.ac.in)

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**6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**

## **GOVERNING BODY**

The Governing body meets once in six months and interacts with industry experts, faculty, students and corporate to understand the improvement areas and raise the level of knowledge delivery at Princeton College of Pharmacy with assistance of faculty members and administrators of the institute. The Chairman, Director and secretary are the functionaries who take the responsibility of implementing the policy decision of the governing body.

- Governing Body members are required to respect the confidentiality of sensitive information held by the institute.
- The governing body will comply with detailed tendering and purchasing procedures as well as complying with prescribed levels of authority for sanctioning any expenditure.
- The members are required to use their reasonable endeavours to attend all governing body meetings.
- Governing body will guide and monitor the institute while fulfilling the objectives.
- All the institute activities and recommendations of the Academic Committee are reviewed.
- Governing body approves new courses/programs/certification programs recommended by the principal.
- Recruitment process for Teaching/Non-teaching shall be approved by the governing body with the policies laid down by AICTE/UGC/State government/University, etc.
- Governing body approves the annual budget of the institute while considering all the requirements.

### **Principal:**

- The principal is responsible for overall functioning of the academic and administrative staff and to see that they fulfil all their prescribed responsibilities.
- To monitor the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
- To oversee the discipline and conduct of students, which includes monitoring their attendance and to maintain the dignity and decorum of the institution.
- To monitor the teaching that needs to abide by the prescribed curriculum and as per the teaching/institutional methodology suggested by the University/AICTE/PCI/Management.
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, Deans, HoDs, Coordinators, College Academic Council, and the Governing Body.
- To sustain the cordial relations with all the stakeholders i.e. the staff, students, and parents and with all those connected to the institution both directly and indirectly.
- Developing the working and learning culture in the institution.

- To take up research, publication, consultancy & training and establish appropriate academic credentials of international standard and gain acceptability among all the faculty members as a true academic leader.

### **Academics and Administration:**

Academics and Administration has a key role to play in all academic matters to tone up the academic performance of all the departments and the overall quality and standards of the students and enriching the skills of the staff members.

- Administrators lead and supervise faculty and staff and are accountable for the institution's success. They recruit and hire top talent, provide performance feedback, and coordinate professional development.
- Assist the principal in all matters of Academic Activities.
  - Academic administrators are involved in strategic planning and prepare the institution to achieve accreditation criteria.
  - Academic administrators maintain and audit financial flows and records.
  - Academic administrators provide student services such as disability services, career counselling, and library staff.
  - Academic administrators are responsible for public affairs, including relations with the media, the community, and local, state, and federal governments.
  - Academic administrators need vision, leadership, interpersonal skills, and the ability to assess and respond to a changing environment.
  - Academic administrators develop and maintain curriculum and establish academic standards and degree requirements. They also evaluate the quality of instruction and recommend new programs.
  - Monitor the functioning of each department under his/her control and act as a strong interface between the principal and Head of the Department in implementing policies and programs formulated from time to time for improving the quality effectiveness of teaching – learning process.
  - Monitoring and controlling students discipline in the campus.

### **Head of the Department (HOD):**

HOD is responsible for the smooth functioning of all the department level activities and responsible for preparing curriculum and strategic plan pertaining to the department.

- Providing strong academic leadership and ensuring the department achieves excellence in all activities.
- Responsible for innovative programs, including collaboration with other institutions, universities, and industries.
- Arranging for guest lectures, extension lectures, seminars, workshops, and conferences.

- Maintaining the faculty student ratio.
- Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the faculty members and students at least one day before the commencement of the class work.
- Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
- Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as finalised by Principal. Communicate a copy to the principal.
- If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and monitor whether the faculty members are improving from semester to semester
- Arrange special classes if necessary for the benefit of below average students

### **Governance, Leadership and Management:**

The management, principal, IQAC, employees, and others share responsibilities for the institution's organisational structure and governance. The teaching affirms and flows down from management to the principle, then to IQAC, department heads, and lastly to the employees and pupils. Personnel are welcomed with open minds to IQAC's opinions and proposals, and everyone in the organisation works with commitment and team spirit.

Planning and Policy: The Principal, IQAC, and HODs develop action plans in conjunction with faculty members, analyse the results of action plan execution via meetings with functional committees, and make appropriate revisions to action plans as needed. Through meetings with numerous stakeholders and input from IQAC, the principal learns the needs for policy making and planning.

Engagement with stakeholders and faculty: The Principal and IQAC are responsible for ensuring that all stakeholders are included in different activities. Faculty members play important roles in numerous committees and cells, contributing to decision making, plan execution, and developing long-term/strategic plans.

Academic and administrative institutions: The entities at the top of the administrative organisation are the Governing Body, Academic Council, and Board of Studies. They are composed of distinguished academics, businessmen, and administrators who design academic and administrative norms and regulations in conformity with the institute's vision and purpose statements. Vision, Mission, short-term and long-term objectives, quality policies are kept open to all stakeholders for recommendations, appropriate training is provided to teachers and support staff for their growth, and team building and team work are encouraged to create

a healthy work culture. The management's participation role fosters and supports the engagement of institute workers, which is required for the institution's efficient and successful operation.

### **Functions of Governing Body:**

- Evolves the vision, mission and objectives of the college and ensures that they are achieved.
- Governing council makes all policy decision like H R, Admissions, Administration, Finance, Manual, Alumni manual, Innovation & Incubation policy etc.
- It also makes decisions regarding courses to be offered, recruitment of staff, service rules of teaching and non-teaching staff, conduct of staff and students academic and non-academic activities, also it ensures that they are periodically updated.
- Approves scholarships, fellowships, medals, prizes and certificates on the recommendations of the governing body.
- Approves new programmes of study leading to new degree.
- It accepts the physical resources and industry collaboration.
- Ensures the regulatory compliance of all decisions by the concerned authorities like the principal, HOD and other officers of the institute in all matters of fundamental concern.
- Ratifies and resolves the minutes of governing body.
- Reviews to apply accreditations of different regulatory bodies (NBA and NAAC etc)
- To review the training and placements
- Major decisions on the functioning of the college are taken by the Governing Body.
- Buildings construction and expansion works, maintenance of buildings & other works, power supply.
- Encourages and gives directions to apply funds from different funding agencies.



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E mail: [princeton.pharmacy@gmail.com](mailto:princeton.pharmacy@gmail.com), Website: [pcop.ac.in](http://pcop.ac.in)

Date:05/02/2024

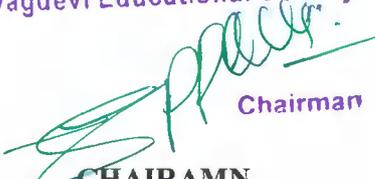
### NOTICE

Notice hereby given that the governing body meeting of Princeton College of pharmacy is Scheduled to be held at 10.30am on 10-02-2024 in the premises of the college.

#### AGENDA:

1. Confirmation of the minutes of meeting of the earlier meeting.
2. Discussion on PhD awarded faculty.
3. Discussions on staff welfare.
4. Discussion on Preparation of faculty workloads.
5. Discussion on student placements.
6. Discussion on MoUs.
7. Discussion on sports activities.
8. Discussion on Institutional needs.
9. Discussion on website upgradation.
10. Discussion on PCI
11. Discussion on IQAC Audit report.

For Vagdevi Educational Society

  
Chairman  
CHAIRAMN

Copy to Principal, member secretary and all other members of the Governing Body with a request to make it convenient to 'Participating' in the deliberation.



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## Governing body meeting held on 10th Feb 2024

### Minutes of meeting

The meeting is conducted with the members of Governing body on 10<sup>th</sup> Feb 2024 at 10.30am in Princeton college of Pharmacy. The meeting is chaired by Dr.S.Prabakher Rao, Chairman Vagdevi Educational society and resolved the following:

**1. Confirmation of the minntes of meeting of the earlier meeting**

The Chairman has explained various points covered in the previous meeting held on 02-07-2023. The members reviewed the earlier minutes of meeting and discussed the same.

**2. Discussion on PhD awarded faculty**

The committee appreciated Dr.B.Thejovathi, Department of pharmaceutics on the successful completion of his doctorate and revised his pay scale.

**3. Discussiou ou Staff welfare**

The committee provided the special leaves to lady faculty who are going for maternity leave.

In this Academic year college provided the maternity leave to Mrs.N.Ramya Assistant Professor.

**4. Discussion on Preparation of faculty workloads**

Department wise faculty workload was prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

**5. Discussion ou student placements**

The members commended the students who got placements in various companies. Some of the companies visited our campus are Med-Plus, Hetero Labs, Clinoxy solutions.

**6. Discussiou on MOUs**

The discussed about the number of functional MOUs/linkages with institutions/industries in India and abroad for internship, on the job training, project work, student/faculty exchange and collaborative research during the Academic year 2023-24.

**7. Discussion on sports activities**

The sports schedule should be submitted by the Physical Director to the entire department HODs for sports hour in the time-table.

**8. Discussion on Institutional needs**

The detailed information on different parameters such as student data, faculty data, infrastructural information, financial information, etc should be formulated and updated as per the requirements of FFC (Fact Finding Committee).

**9. Discussion on website upgradation**

Departmental information was collected for website upgradation.

**10. Discussion on PCI**

The detailed information on different parameters such as student data, faculty data, infrastructural information, financial information, etc should be formulated and updated as per the requirements of PCI.

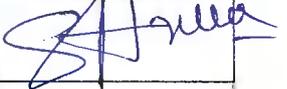
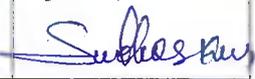
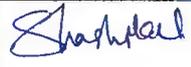
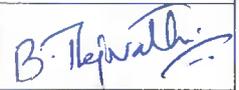
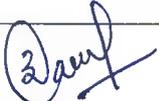
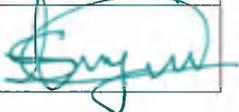
**11. Discussion on IQAC Audit report**

The IQAC Coordinator Dr.L.Harikiran has discussed about the data related to AQAR of Academic Year 2023-2024.



## SIGNATURE SHEET

Academie Year 2023-24

S.No.	Name	Category of Member	Signature
1	Dr.S.Prabhaker Rao	Management	
2	Smt.S.Aruna	Management	
3	Mr.S.Sudheer Kumar	Management	
4	Dr.G.Sashikala	Management	
5	Dr.Swathi	Management	
6	Dr.L.Harikiran	Teachers of the College	
7	Dr.B.Thejovathi	Teachers of the College	
8	Dr.A.Madhusudhan Reddy	Teachers of the College	
9	Ms.Shaik Zareena	Teachers of the College	
10	Mrs.G.Vijaya Nirmala	Administrative Staff of the College	
11	Dr.A.Srinivas	Educationist/Academician	
12	Dr.P.Sammulal	University Nominee	
13	Dr.K.Satyanarayana	Principal of College	



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Cont: 8977014929

Date:01-08-2024

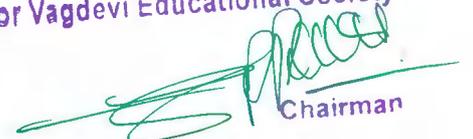
## NOTICE

Notice is hereby given that the governing Body meeting of Princeton College of Pharmacy is Scheduled to be held at 11.30 AM on 09<sup>th</sup> Aug 2024 in the premises of the College.

## AGENDA

1. Progress of the Previous Governing body meeting 10/02/2024.
2. Appreciation on NAAC Accreditation.
3. Approvals and Admissions for the Academic year 2024-25.
4. Control of Ragging in the Campus.
5. Examination results for the academic year 2023-24.
6. Industrial training for the Academic year 2024-25.
7. Publishing of Research articles by Faculty members.
8. Recruitment of new Faculty members to fulfill the Vacancies.
9. Procurement of required Equipment and Chemicals for the AY 2024-25
10. Conducting of NSS & Extra-curricular activities.
11. Progress on the 2(f) status of UGC.
12. Application for the Conferment of autonomous status.
13. Discussion on Teacher posts sanctioned.

For Vagdevi Educational Society

  
Chairman

CHAIRMAN

Copy to the Principal, member Secretary and all other members of the Governing Body with a request to make it Convenient to 'Participating' in the deliberations.



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## Governing Body meeting held on 09<sup>th</sup> August 2024

### Minntes of meeting

The meeting is conducted with the members of Governing body on 09-08-2024 at 11.30 am in Princeton College of Pharmacy. The meeting was chaired by Dr. S. Prabhakar Rao, Chairman Vagdevi Educational Society and resolved the following:

#### **1. Progress of the Previous Goveruig body meeting:**

The Chairman has explained various points covered in the previous meeting held on 10/02/2024. The following are the progress from the last Governing body meeting.

- i) The Pass percentage of the Students has been increased from 76% to 80%.
- ii) HOD's and Faculty members were appointed for UG and PG programs.
- iii) New bio-metric devices had been installed for the JNTUH Bio-metric attendance to the B.Pharmacy students.
- iv) Obtained NOC from JNTUH for increase in intake of M Pharmacy course and also applied for the approval from PCI & JNTUH for the A.Y. 2024-25.

#### **2. Appreeiatiou on NAAC Accreditation**

The Chairman and other members have appreciated for NAAC B++ Grade accreditation to the Princeton College of Pharmacy.

#### **3. Approvals and Admissions for the Aeademic year 2024-25**

The Chairman had explained about the JNTUH FFC visit, Pharmacy Council of India inspection and deficiencies issued by both JNTUH & PCI. He discussed about the approvals awaiting from JNTUH & PCI.

#### **4. Control of Raggiug in the Campus**

The Chairman of the Governing body explained the menace of ragging has been satisfactorily controlled in the institute and there is not even a single case reported against

this evil practice during the current academic year. The steps taken by us are very effective and could not be violated. We have constituted anti-ragging committee consists of Faculty and Student members, to continuously monitor the issues related to ragging. We also displayed the Boards High-lighting the punishments to the students and help line numbers to complain about the ragging in the campus.

**5. Examination results for the academic year 2023-24**

The Principal announced the pass percentage of the AY 2023-24 is 80% for B.Pharmacy and M.Pharmacy programs. It should be continued for the future academic years also.

**6. Industrial training for the Academic year 2024-25**

The Chairman of the Governing body has explained that as a part of curriculum, in the final year B Pharmacy students should undergo Industrial training for the period of three weeks. In this regard we have taken permission from 1. CYSTRON Pharmaceuticals Pvt. Limited. 2. SURA Labs.

**7. Publishing of Research articles by Faculty members**

The Chairman explained that the faculty members and students are encourage to Publish the Research Papers and PG Research work every year. He also appreciated the faculty those who done the Publications and Patents in the Academic Year 2023-24.

**8. Recruitment of new Faculty members to fulfill the Vacancies**

The Chairman has explained that recently three faculty members left the institution for their studies, so in order to fulfil the vacancies raised, we have advertised faculty recruitment in Newspaper and the recruitment is under process.

**9. Procurement of required Equipment and Chemicals for the AY 2024-25**

The members of the Governing Body decided to procure the required Equipment and Chemicals for the AY 2024-25 for practical classes and research.

**10. Conducting of NSS & Extra-curricular activities**

The Chairman of the Governing body has explained that, as like every year this year also planned NSS and Extra-curricular activities like Sports meet, National Pharmacist week celebrations, traditional day, Independence Day, etc.

### **11. Progress on the 2(f) status of UGC**

The chairman has explained that, already applied for 2(f) approval status to UGC through JNTUH and do the necessary steps to get approval from UGC at the earliest.

### **12. Application for the Conferment of autonomous status**

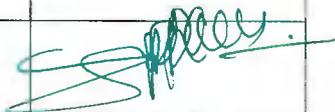
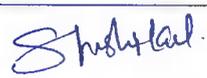
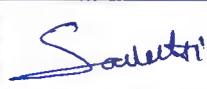
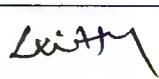
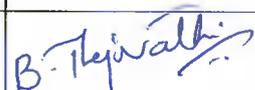
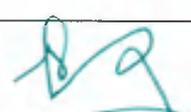
The Chairman, Principal and the other members of the Governing Body decided to apply for the Conferment of autonomous status to the Institute and do the necessary initiations from the Principal and Management to get autonomous status.

### **13. Discussion on Teacher posts sanctioned**

Chairman and all members of governing body discussed about teaching posts and 52 teaching posts sanctioned for the academic year 2024-25.



**SIGNATURE SHEET**  
**Academic Year – 2023-24**

S.No	Name	Designation	Signature
1	Dr.S.Prabhaker Rao	Management	
2	Smt.S.Aruna	Management	
3	Mr.S.Sudheer Kumar	Management	
4	Dr.G.Sashikala	Management	
5	Dr.Swathi	Management	
6	Dr.L.Harikiran	Teachers of the College	
7	Dr.B.Thejovathi	Teachers of the College	
8	Dr.A.Madhusudhan Reddy	Teachers of the College	
9	Ms.Shaik Zareena	Teachers of the College	
10	Mrs.G.Vijaya Nirmala	Administrative Staff of the College	
11	Dr.A.Srinivas	Educationist/Academician	Absent
12	Dr.P.Sammulal	University Nominee	
13	Dr.K.Satyanarayana	Principal of College	



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Lr.No:01/IAC/PCOP/23

Date:05/07/2023

### CIRCULAR

This is to inform all the staff members that Institutional Academic Committee meeting will be held on 10<sup>th</sup> July 2023 at 10.30AM in the principal's chamber to discuss the following agenda. All the members are requested to attend the meeting without fail.

#### AGENDA:

1. Preparation of Academic Calendar for the A.Y 2023-2024.
2. Preparation of faculty workloads.
3. Preparation of semester time-tables.
4. Discussion on utilization of library resources.
5. Discussion on Certification courses.
6. Discussion on Training & Placements.
7. Self-Appraisal form.
8. Discussion on Institutional needs.



  
PRINCIPAL  
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Princeton College of Pharmacy  
Korremula Vill, Medchal District  
Ghatkesar Mdi, Medchal Dist, Telangana.



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## MINUTES OF MEETING -INSTITUTIONAL ACADEMIC COMMITTEE

The institutional academic committee meeting held on 10<sup>th</sup> July 2023 at 10.30AM in principals chamber. The principal welcomed the staff and briefed on the above agenda of the institutional academic committee meeting. The Principal started the deliberations by discussing the academic issues and emphasised the need to concentrate on new university regulations.

### **1. Preparation of Academic Calendar for the A.Y 2023-2024**

Dr.L.Harikiran, IQAC Coordinator prepared the Academic Calendar based on the calendar provided by the university and issued it to the Department heads of the college.

### **2. Preparation of faculty work loads**

Department wise faculty workload was prepared by the HODs of every department based on the curriculum and submitted it to the principal for approval.

### **3. Preparation of semester time-tables**

Department wise semester time tables was prepared by the HODs of every department based on the curriculum and submitted it to the principal for approval.

### **4. Discussion on utilization of library resources**

HODs of all the department instructed the students to utilize Library resources and advise the Librarian to purchase books if necessary and meet them available for students faculty members.

### **5. Discussion on Certification courses**

The members suggested that every student should participate in the certification courses.

### **6. Discussion on Training & Placements**

TPO have to submit the training program schedules for each department and the department HODs should include the given schedule in the upcoming semester time tables and send it to principal for approval.

### **7. Self-Appraisal form**

Every faculty member working in the institution should undergo the process of self-performance evaluation under the supervision of their HODs at least once in a year and will be allowed to opt for self-appraisal forms as per the norms of the institution.

### 8. Discussion on Institutional needs

The detailed information on different parameters such as student data, faculty data, infrastructural information, financial information, etc should be formulated and updated as per the requirements of JNTUH/PCI/NAAC.

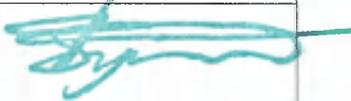
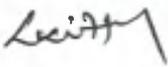
The IQAC Coordinator instructed all the departments to maintain updated Stock registers, Maintenance of Registers, Complaint Registers, etc of all the laboratories duly verified by the committee.



  
**PRINCIPAL**  
Princeps College of Pharmacy  
Koramala VII, Vjayapuri Colony,  
Ghatkesar MDI, Medchal Dist, Telangana.

## SIGNATURE SHEET

Academic Year 2023-24

S.NO	NAME OF THE FACULTY	SIGNATURE
1	Dr.K.Satyanarayana	
2	Dr.L.Harikiran	
3	Dr.B.Thejovathi	
4	Dr.A.Madhusudhan Reddy	
5	Mrs.Ch.Sunitha	
6	Ms.Shaik Zareena Begum	



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Lr.No:02/IAC/PCOP/23

Date:01/12/2023

### CIRCULAR

This is to inform all the staff members that Institutional Academic Committee meeting will be held on 04<sup>th</sup> Dec 2023 at 10.30AM in the principal's chamber to discuss the following agenda. All the members are requested to attend the meeting without fail.

#### AGENDA:

1. Discussion on Result analysis
2. Feedback analysis.
3. Sports Activities.
4. Lab Maintenance.
5. Requirement of books for library.
6. Research and Development Activities.
7. Discussion on Project works.



  
**PRINCIPAL**  
Principal, Princeton College of Pharmacy  
Korremula V, Ghatkesar M, Medchal Malkajgiri



## PRINCETON COLLEGE OF PHARMACY

(Affiliated to JNTUH, Approved by PCI, New Delhi & Accredited by NAAC)  
Chowdariguda(V), Korremula, Ghatkesar (M), Medchal- Malkajgiri (Dist.) - 500 088  
E mail: [princetonpharmacy@gmail.com](mailto:princetonpharmacy@gmail.com), Website: [pcop.ac.in](http://pcop.ac.in)

### MINUTES OF MEETING - INSTITUTIONAL ACADEMIC COMMITTEE

The institutional academic committee meeting held on 04<sup>th</sup> Dec 2023 at 10.30AM in principals chamber. The principal welcomed the staff and briefed on the above agenda of the institutional academic committee meeting. The Principal started the deliberations by discussing the academic issues and emphasised the need to concentrate on new university regulations.

#### **1. Discssion on Resuit anaysis**

Department wise Academic results were prepared and discussed by the HODs of every department and submitted to principal.

#### **2. Feedback analysis**

Feedback collected from students of all the departments and submitted to the principal.

#### **3. Sports Activities**

Sports schedule should be submitted by the PD to all the HODs for including sports hour in the time table.

#### **4. Lab Maintenance**

HODs from all departments discussed about the labs and report was submitted to the principal for approval of laboratory repairs and maintenance.

#### **5. Requirement of hooks for library**

Heads of all the departments gathered the information regarding the books which was required for upcoming semester and submitted to the principal and librarian.

#### **6. Research and Deveipment Activities**

Every faculty member of the institution should get involved in various R&D Activities such as publishing papers in renowned generals with high Index, participating in FDPs/workshops. Under the guidance of Doctorates present in the college.

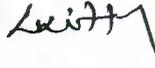
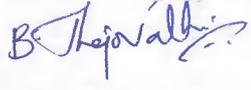
#### **7. Discussion on Project works**

All the faculty members of the institution are directed to complete their allotted projects within the stipulated time.



# SIGNATURE SHEET

Academic Year 2023-24

S.NO	NAME OF THE FACULTY	SIGNATURE
1	Dr.K.Satyanarayana	
2	Dr.L.Harikiran	
3	Dr.B.Thejovathi	
4	Dr.A.Madhusudhan Reddy	
5	Mrs.Ch.Sunitha	
6	Ms.Shaik Zareena Begum	



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Lr.No:03/IAC/PCOP/24

Date:01/03/2024

## CIRCULAR

This is to inform all the staff members that Institutional Academic Committee meeting will be held on 5<sup>th</sup> March 2024 at 10.30AM in the principal's chamber to discuss the following agenda. All the members are requested to attend the meeting without fail.

### AGENDA:

1. Preparation of Academic Calendar for the A.Y 2024-25.
2. Preparation of semester time-tables for the A.Y 2024-25
3. Preparation of faculty workloads.
4. Discussions on Workshops/FDPs/Conferences.
5. Discussion on student discipline in the college premises.
6. Discussion on Anti-Ragging awareness to the student.



  
PRINCIPAL  
PRINCIPAL

Principal (Pharmacy)  
Korremula Vill, Ghatkesar Mdi,  
Medchal Dist, Telangana



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### MINUTES OF MEETING -INSTITUTIONAL ACADEMIC COMMITTEE

The institutional academic committee meeting held on 5<sup>th</sup> March 2024 at 10.30AM in principals chamber. The principal welcomed the staff and briefed on the above agenda of the institutional academic committee meeting. The Principal started the deliberations by discussing the academic issues and emphasised the need to concentrate on new university regulations.

#### **1. Preparation of Academic Calendar for the A.Y 2024-25**

Dr.L.Harikiran, IQAC Coordinator prepared the Academic Calendar based on the calendar provided by the university and issued it to the Department heads of the college.

#### **2. Preparation of faculty work loads**

Department wise faculty work load was prepared by the HODs of every department based on the curriculum and submitted it to the principal for approval.

#### **3. Preparation of semester time-tables**

Department wise semester time tables was prepared by the HODs of every department based on the curriculum and submitted it to the principal for approval.

#### **4. Discussions on Workshops/FDPs/Conferences**

All the department wise faculty members have shared their ideas about conducting the workshops/Conferences/FDPs of the current academic year.

#### **5. Discussion on student discipline in the college premises**

All the members of the IAC discussed about implementing the regularity of the students, uniform, vehicle parking, punctuality, avoidance of usage of mobiles during class hours.

#### **6. Discussion on Anti-Ragging awareness to the student**

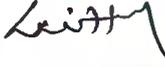
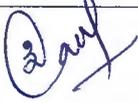
The Chairman of the Governing body explained the menace of ragging has been satisfactorily controlled in the institute and there is not even a single case reported against this evil practice during the current academic year. The steps taken by us are very effective and could not be violated. We have constituted anti-ragging committee consists of Faculty and Student members, to continuously monitor the issues related to ragging. We also displayed the Boards High-lighting the

**punishments to the students and help line numbers to complain about the ragging in the campus.**



# SIGNATURE SHEET

Academic Year 2023-24

S.NO	NAME OF THE MEMBER	SIGNATURE
1	Dr.K.Satyanarayana	
2	Dr.L.Harikiran	
3	Dr.B.Thejovathi	
4	Dr.A.Madhusudhan Reddy	
5	Mrs.Ch.Sunitha	
6	Ms.Shaik Zareena Begum	



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Lr.No:04/IAC/PCOP/24

Date:01/08/2024

### CIRCULAR

This is to inform all the staff members that Institutional Academic Committee meeting will be held on 6<sup>th</sup> Aug 2024 at 10.30AM in the principal's chamber to discuss the following agenda. All the members are requested to attend the meeting without fail.

#### AGENDA:

1. Preparation of faculty workloads.
2. Discussions on Workshops/FDPs/Conferences.
3. Discussion on Pharmacist Day and Week celebrations.
4. Discussion on student discipline in the college premises.
5. Discussion on Anti-Ragging awareness to the student.
6. Discussion on Industrial visit for students.
7. Discussion on Orientation Day Program.
8. Feedback Analysis.
9. Self-Appraisal.



  
PRINCIPAL  
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PRINCIPAL



## **PRINCETON COLLEGE OF PHARMACY**

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### **MINUTES OF MEETING -INSTITUTIONAL ACADEMIC COMMITTEE**

The institutional academic committee meeting held on 6<sup>th</sup> Aug 2024 at 10.30AM in principals chamber. The principal welcomed the staff and briefed on the above agenda of the institutional academic committee meeting. The Principal started the deliberations by discussing the academic issues and emphasised the need to concentrate on new university regulations.

#### **1. Preparation of faculty work loads**

Department wise faculty work load was prepared by the HODs of every department based on the curriculum and submitted it to the principal for approval.

#### **2. Discussion on Workshops/FDPs/Conferences**

All the department wise faculty members have shared their ideas about conducting the workshops/Conferences/FDPs of the current academic year.

#### **3. Discussion on Pharmacist Day and Week celebrations**

All the members of Institutional Academic Committee discussed about celebrations of Pharmacist Day and Pharmacist week to conduct and bring awareness to students and nearby villages by doing rallies and campaigns.

#### **4. Discussion on student discipline in the college premises**

All the members of the IAC discussed about implementing the regularity of the students, uniform, vehicle parking, punctuality, avoidance of usage of mobiles during class hours.

#### **5. Discussion on Anti-Ragging awareness to the student**

IAC members has discussed with Anti-Ragging Committee and advised to seek into the issues related to ragging of the students in the campus and made an Anti-Ragging awareness to the students.

#### **6. Discussion on Industrial visit for students**

Members of Institutional Academic Committee had discussed about the industrial visit of the students with the faculty to send to collaborated Industries/Laboratories.

**7. Discussion on Orientation Day Program**

Institutional Academic Committee members discussed about program schedule of Orientation Day and asked cultural committee to organize the performances and motivate the students in volunteering.

**8. Feedback analysis**

Feedback collected from students of all the departments and submitted to the principal.

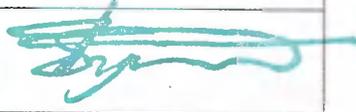
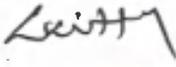
**9. Self-Appraisal form**

Every faculty member working in the institution should undergo the process of self-performance evaluation under the supervision of their HODs at least once in a year and will be allowed to opt for self-appraisal forms as per the norms of the institution.



## SIGNATURE SHEET

Academie Year 2023-24

S.NO	NAME OF THE MEMBER	SIGNATURE
1	Dr.K.Satyanarayana	
2	Dr.L.Harikiran	
3	Dr.B.Thejovathi	
4	Dr.A.Madhusudhan Reddy	
5	Mrs.Ch.Sunitha	
6	Ms.Shaik Zareena Begum	



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Lr.No:01/FC/PCOP/23

Date: 25/07/2023

### CIRCULAR

It is hereby proposed to conduct Finance committee meeting for the Academic Year 2023-2024 on 28-07-2023 at 3:00 PM in the Principal's Chamber. All the members are requested to attend the meeting.

#### AGENDA:

1. Confirmation of minutes of previous Finance Committee meeting.
2. To Consider and approve the Budget Proposal for A.Y 2024-2025.
3. Discussion on Audited Balance Sheet and Income and Expenditure for 2024-2025.
4. Discussion on Capital and Operational budget and Expenditure.
5. Any other discussions with permission of Chair.

PRINCIPAL

PRINCIPAL

Principal, Princeton College of Pharmacy

Chowdariguda (V), Korremula, Ghatkesar (M),

Ghatkesar Md1, Medchal Dist, Telangana.

Copy to:

All the members to FC





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### Minutes of Finance Committee Meeting

The Principal welcomed all the members of the Finance Committee and placed the agenda points one by one as detailed below at 3:00 PM on 28<sup>th</sup> July 2023.

**1. Confirmation of minutes of previous Finance Committee meeting**

The minutes of previous FC meeting held were communicated to all the members. The comments received have been incorporated and placed for confirmation.

**2. To Consider and approve the Budget Proposal for A.Y 2024-2025**

The budget proposal for the financial year 2024-2025 was presented before the committee. It was resolved to approve the budget proposal for the financial year 2024-2025 (Annexure) and recommended to submit it before the Governing Board for further approval.

**3. Discussion on Audited Balance Sheet and Income and Expenditure for 2024-2025**

The report by the auditor and the audited annual accounts for the year 2023-2024 were verified along with account statements carefully and approved. The clarifications whenever possible were provided.

**4. Discussion on Capital and Operational budget and Expenditure**

The capital budget was discussed and approved. The Committee also approved the budget towards the library to purchase books and journals keeping in view of the courses.

**5. Any other discussions with permission of Chair**

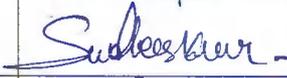
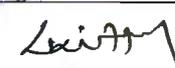
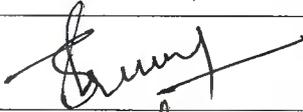
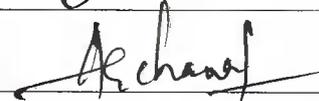
The members decided to meet at regular intervals in formal/informal manner to enhance the institution development.

The meeting concluded with the vote of thanks by principal.



## SIGNATURE SHEET

Academic Year 2023-24

S.NO	NAME OF THE MEMBER	SIGNATURE
1	Dr.K.Satyanarayana	
2	Dr.S.Prabhaker Rao	
3	Mr.S.Sudheer	
4	Mrs.S.Aruna	
5	Dr.L.Harikiran	
6	Mr.Chandra Mohan Reddy	
7	Mrs.K.Archana	



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E mail: princeton.pharmacy@gmail.com, Website: pcop.ac.in

Lr.No:02/FC/PCOP/24

Date: 01/02/2024

### CIRCULAR

It is hereby proposed to conduct Finance committee meeting for the Academic Year 2023-2024 on 06-02-2024 at 2:00 PM in the Principal's Chamber. All the members are requested to attend the meeting.

#### AGENDA:

1. Confirmation of minutes of previous Finance Committee meeting.
2. To Consider and approve the Budget Proposal for A.Y 2024-2025.
3. Discussion on Audited Balance Sheet and Income and Expenditure for 2024-2025.
4. Discussion on Capital and Operational budget and Expenditure.
5. Any other discussions with permission of Chair.

  
PRINCIPAL

PRINCIPAL  
Princeton College of Pharmacy  
Korremula VV, Chowdariguda Colony  
Ghatkesar Mdi, Medchal Dist, Telangana

Copy to:  
All the members to FC





## PRINCETON COLLEGE OF PHARMACY

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E mail: [princeton.pharmacy@gmail.com](mailto:princeton.pharmacy@gmail.com), Website: [pcop.ac.in](http://pcop.ac.in)

### Minutes of Finance Committee Meeting

The Principal welcomed all the members of the Finance Committee and placed the agenda points one by one as detailed below at 2:00 PM on 6<sup>th</sup> Feb 2024.

**1. Confirmation of minutes of previous Finance Committee meeting**

The minutes of previous FC meeting held were communicated to all the members. The comments received have been incorporated and placed for confirmation.

**2. To Consider and approve the Budget Proposal for A.Y 2024-2025**

The budget proposal for the financial year 2024-2025 was presented before the committee. It was resolved to approve the budget proposal for the financial year 2024-2025 (Annexure) and recommended to submit it before the Governing Board for further approval.

**3. Discussion on Audited Balance Sheet and Income and Expenditure for 2024-2025**

The report by the auditor and the audited annual accounts for the year 2023-2024 were verified along with account statements carefully and approved. The clarifications whenever possible were provided.

**4. Discussion on Capital and Operational budget and Expenditure**

The capital budget was discussed and approved. The Committee also approved the budget towards the library to purchase books and journals keeping in view of the courses.

**5. Any other discussions with permission of Chair**

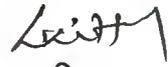
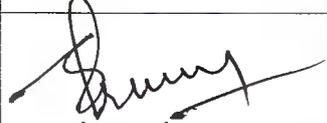
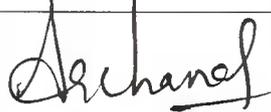
The members decided to meet at regular intervals in formal/informal manner to enhance the institution development.

The meeting concluded with the vote of thanks by principal.



# SIGNATURE SHEET

Academic Year 2023-24

S.NO	NAME OF THE MEMBER	SIGNATURE
1	Dr.K.Satyanarayana	
2	Dr.S.Prabhaker Rao	
3	Mr.S.Sudheer	
4	Mrs.S.Aruna	
5	Dr.L.Harikiran	
6	Mr.Chandra Mohan Reddy	
7	Mrs.K.Archana	



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Cont: 8977014929

### Various Committees/Cells/Clubs and their responsibilities:

For administrative convenience a number of committees/Cells/Clubs have been constituted to look into various aspects of the college administration, development and student and staff affairs.

List of various committees of the institution is mentioned below:

### PCOP – COMMITTEES

S.NO	NAME OF THE COMMITTEE
1	IQAC COMMITTEE
2	ACADEMIC INSTITUTIONAL COMMITTEE/COLLEGE ACADEMIC COMMITTEE
3	ANTI-RAGGING COMMITTEE
4	ALUMNI COMMITTEE
5	ADMISSION COMMITTEE
6	CARRIER GUIDANCE COMMITTEE
7	DISCIPLINARY COMMITTEE
8	EXAMINATION COMMITTEE
9	EXTRA CURRICULAR AND SPORTS COMMITTEE
10	FINANCE COMMITTEE
11	GRIEVANCE REDRESSAL COMMITTEE
12	INTERNAL COMPLAINT COMMITTEE
13	LIBRARY COMMITTEE
14	MINORITY CELL
15	NATIONAL SERVICE SCHEME (NSS) COMMITTEE
16	OBC CELL
17	RESEARCH AND DEVELOPMENT COMMITTEE
18	SC/ST COMMITTEE (ANTI-DISCRIMINATION)
19	STORES AND MAINTENANCE COMMITTEE
20	TRAINING AND PLACEMENT COMMITTEE
21	WOMEN PROTECTION CELL
22	WOMEN EMPOWERMENT CELL

**FUNCTIONS AND  
RESPONSIBILITIES  
OF VARIOUS**



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Cont: 8977014929

### Composition of IQAC for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist).

S.No	Role	Designation	Name
1	Chairperson	Head of the Institution	Dr.K.Satyanarayana
2	Member	Senior administrative Officer	Mrs.G.Vijaya Nirmala
3	Member	Teachers	Dr.B.Thejovathi
			Mr.K.Hariprasad
			Mr.B.Sandeep
			Mrs.V.Lavanya
Ms. Shaik Zareena			
4	Member	Member from management	Mr. Sudheer Kumar
5	Nominee from	Local society	Mr.V.Srikanth
		Student	Ms. Anvi sharma
		Alumni	Mrs. S.Sunayana
6	Nominee from	Employer	Mr.M.Joseph Kishore, A3 RCM Healthcare Pvt. Ltd
		Industrialist	Mr.D.Praneeth, Sura Pharma Labs
7	Member Secretary	Coordinator	Dr.L.Harikiran



  
**PRINCIPAL**  
Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.

## **INTERNAL QUALITY ASSURANCE CELL (IQAC):**

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

IQAC Coordinator Provide a delegated decision-making to improve institutional functioning.

### **Functions and Responsibilities:**

- ❖ Dissemination of information on various quality parameters of higher education. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- ❖ To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- ❖ To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- ❖ IQAC actively encourages development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- ❖ IQAC helps in academic & administrative audits by providing necessary information with valid proofs.
- ❖ The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence.
- ❖ IQACs develop systems to improve the institution's academic, administrative performance and financial tasks. They also promote quality culture and best practices.
- ❖ The credibility of the assessment and evaluation procedures.
- ❖ Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- ❖ IQACs collect feedback from students, faculty, staff, employers, and alumni to improve the institution.
- ❖ IQACs encourage students to be active learners and contribute to the institution. Students can help create systems and suggest improvements to the teaching-learning process and examination system
- ❖ IQACs use a Strength, Weakness, Opportunities, and Threats (SWOC) analysis to identify areas for improvement.
- ❖ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.



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E mail: princeton.pharmacy@gmail.com, Website: pcp.ac.in

### Composition of College Academic Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist).

S. No.	Name of the Member	Actual Designation	Designation in the committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Dr.L.Harikiran	Professor	Co-ordinator
3.	Dr.B.Thejovathi	Associate professor	Member
4.	Dr.A.Madhusudhan Reddy	Associate professor	Member
5	Mr.K.Hariprasad	Associate professor	Member
6	Mrs.Ch.Sunitha	Associate professor	Member
7	Ms.Shaik Zareena	Associate professor	Member



**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.

## **ACADEMIC INSTITUTIONAL COMMITTEE:**

Academic Institutional Committee (AIC) or College Academic Committee (CAC) is centralized (Institute level) committee responsible for regulating and implementing different academic activities. CAC is meant for smooth & uniform conduction of academics throughout the institute.

### **Functions and Responsibilities:**

The following are the responsibilities of the academic committee in order to enhance the efficiency of learning and teaching process.

- ❖ The committee shall look over the academic development of the college ensuring the quality is maintained in all aspects.
- ❖ The committee shall frame rules and policies for student's admission to the college.
- ❖ The committee shall be on the lookout for infrastructural development of the institution.
- ❖ To prepare academic calendar and institutional calendar.
- ❖ The committee may organise workshops, seminars or orientation courses as a part of updating provided to teachers and students as a part of enrichment programme in collaboration with R&D committee.
- ❖ Planning and monitoring on the academic systems of all departments.
- ❖ The committee shall be analysing results prepared by the examination committee.
- ❖ Conduct award functions to honor students for academic achievement.
- ❖ Identification of faculty requirement.
- ❖ Monitoring of regular class work, lab work and library activities.
- ❖ Discuss the problems concerned with curriculum and syllabus, conduct of classes and non-academic issues concerned with students.
- ❖ Suggestion on Industry visits to Technical Training Committee.
- ❖ Make regulations for sports, extra-curricular activities and proper maintenance and functioning of the playgrounds and hostels.
- ❖ Perform other functions as may be assigned by the Governing Body.



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**“RAGGING - FUN FOR YOU NOT FOR THE RAGGED”**  
**“DON'T RAG – STOP RAGGING”**

### **Composition of Anti-Ragging Committee for the A.Y. 2023-24**

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the committee
1	Dr. K. Satyanarayana	Principal	Chairperson
2	Dr. A. Madhusudhan	Associate Professor	Co-ordinator
3	Dr. L. Harikiran	Professor	Member
4	Mr.B.Prakash (CI)	Civil & Police Member	Member
5.	Mrs.N.Varalaxmi	Sarpanch	Member
6	Mr. Kamalakar Reddy	Local Media Member	Member
8	Mr.B.Sandeep	Associate Professor	Member
9	Mrs.S.Jyothi	Associate Professor	Member
10	Mr.G.Sagar	Associate Professor	Member
11	Mr.K.krishna	Representative of Parent Member	Member
10	M.Akhila	Student	23GA1R0084
11	A.Akhila	Student	22GA1R0001
12	V.Venkatesh	Student	23GA1R0066
13	S. Sushma	Student	23GA1R0015



**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.

## **ANTI-RAGGING COMMITTEE:**

The **Anti-Ragging Committee** plays a crucial role in educational institutions to prevent and address incidents of ragging. It is formed as per guidelines issued by regulatory authorities like UGC (University Grants Commission) in India.

### **Functions and Responsibilities:**

Below are the typical **roles and responsibilities** of an Anti-Ragging Committee-

- ❖ Serve as the principal body responsible for monitoring and ensuring that the institution is free from ragging activities.
- ❖ Develop and enforce anti-ragging policies, rules, and guidelines within the institution.
- ❖ Address and resolve complaints related to ragging in a fair, impartial, and timely manner.
- ❖ Promote awareness about the negative impact of ragging and the legal consequences among students, staff, and parents.
- ❖ Recommend appropriate disciplinary measures against offenders in line with institutional and legal frameworks.
- ❖ Liaise with law enforcement agencies and regulatory bodies when necessary.
- ❖ Establish a complaint mechanism (e.g., a dedicated helpline, email, or complaint box) for students to report incidents.
- ❖ Ensure confidentiality and protection for complainants.
- ❖ Investigate reported incidents promptly and thoroughly.
- ❖ Conduct hearings involving the accused, victims, and witnesses to ensure transparency and fairness.
- ❖ Conduct regular awareness programs, seminars, and workshops about the harmful effects of ragging.
- ❖ Display anti-ragging posters and helpline numbers prominently on the campus.
- ❖ Require students and parents to sign an anti-ragging undertaking at the time of admission.
- ❖ Ensure vigilance in hostels, canteens, libraries, and other common areas to prevent ragging.
- ❖ Deploy staff or student representatives to monitor potential hotspots for ragging activities.



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E mail: princeton.pharmacy@gmail.com, Website: pcp.ac.in

### Composition of Alumni Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the committee
1	Dr. K. Satyanarayana	Principal	Chairperson
2	Dr.L.Harikiran	Vice-Principal	Coordinator
3	Mrs.Sunayana	Associate Professor	Member
4	Ms.Shaik Zareena Begum	Associate Professor	Member
5	Mr.Anil kumar	Assistant Professor	Member
6	Ammulya	Student	Member
8	Haleema Kausar	Student	19GA1R0087
9	Deekshitha	Student	20GA1R0006
10	Menaka	Student	18GA1R0028
11	Nandini	Student	19GA1R0051



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## **ALUMNI COMMITTEE:**

The Alumni Association for college functions typically encompass various aspects of organizing, coordinating, and supporting events and initiatives that connect relationship between the alumni and college community of the present students.

The alumni association can ensure lasting ties between the college and its graduates, enriching the experiences of both current students and alumni.

### **Functions and Responsibilities:**

- ❖ Organizing class reunions or milestone anniversary celebrations, allowing alumni to reconnect and network.
- ❖ Hosting professional networking events, workshops, or career fairs to help alumni with job placements or career advancement.
- ❖ Organizing lectures, panels, or forums featuring successful alumni to engage current students and other alumni.
- ❖ Coordinating fundraising efforts to support scholarships, campus development, or specific college programs.
- ❖ Maintaining an alumni directory for networking purposes and ensuring that contact details are up-to-date.
- ❖ Helping current students secure internships and employment opportunities by leveraging the alumni network
- ❖ **Creating a Sense of Community** - Ensuring that alumni feel a lifelong connection to the college and to each other.



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### Composition of Admission Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the committee
1	Dr. K. Satyanarayana	Principal	Chairperson
2	Mrs.. Vijaya Nirmala	A.O.	Coordinator
3	Dr.L.Harikiran	Vice-Principal	Member
4	Dr.B.Thejovathi	Associate Professor	Member
5	Dr.A.Madhusudhan Reddy	Associate Professor	Member
6	Ms.Shaik Zareena Begum	Associate Professor	Member
7	Mr.B.Sandeep	Associate Professor	Member



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## **ADMISSION COMMITTEE:**

The Admission Committee of a college plays a critical role in managing and overseeing the admission process. Its functions and responsibilities are essential for ensuring that the process is fair, transparent, and in line with the institution's standards and objectives.

### **Functions and Responsibilities:**

- ❖ Defining the eligibility criteria for different programs (undergraduate, postgraduate, etc.), including academic qualifications, entrance exams, and other requirements.
- ❖ Creating and updating detailed admission guidelines for students, which outline all necessary procedures, deadlines, and requirements.
- ❖ Coordinating with colleges and other educational institutions to increase awareness about the college and its programs.
- ❖ Keeping accurate and organized records of all applications, decisions, communications, and related documents.
- ❖ Ensuring that all student data is handled securely and kept confidential throughout the process.
- ❖ Organizing and supporting orientation programs for newly admitted students, ensuring they have all the information they need to start their academic journey.
- ❖ Overseeing the completion of the final admissions paperwork, fee payments, and any required documentation from newly admitted students.
- ❖ Staying informed about best practices in the field of admissions and evaluating new methods or tools that can improve efficiency and fairness.
- ❖ The admission committee plays a crucial role in maintaining the integrity, fairness, and efficiency of the college's admission process. Their work ensures that students who are admitted meet the institution's academic standards and contribute positively to the college community.



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E mail: princeton.pharmacy@gmail.com, Website: pccop.ac.in

### Composition of Carrier Guidance Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Mr.B.Sandeep	Associate Professor	Coordinator
3	Dr.L.Harikiran	Vice-Principal	Member
4	Dr.A.Madhusudhan Reddy	Associate Professor	Member
5	Dr.G.Thirupati Reddy	Professor	Member
6	Mr.J.Mahender	Associate Professor	Member



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## **CARRIER GUIDANCE COMMITTEE:**

A Career Guidance Committee in a college is typically a group of faculty members, career counselors, and sometimes industry professionals, whose primary goal is to help students with career planning, development, and job placement.

This committee works to bridge the gap between academic learning and the practical skills required in the job market.

### **Functions and Responsibilities:**

- ❖ Assist one-on-one counseling sessions to help students identify their career interests, strengths, and weaknesses.
- ❖ Assist in setting career goals and planning a pathway for career success.
- ❖ Organize workshops and seminars on topics such as resume writing, interview skills, and communication.
- ❖ Conduct training sessions on soft skills, leadership development, and other competencies necessary in the workforce.
- ❖ Facilitate opportunities for internships and placements by connecting students with companies.
- ❖ Regularly update the curriculum to align with industry standards and demands.
- ❖ Organize job fairs, campus recruitment drives, and networking events.
- ❖ Organize guest lectures, webinars, and industry-specific talks to expose students to different career paths.
- ❖ Maintain connections with alumni who can offer mentorship, advice, and possibly job opportunities.
- ❖ Maintain records of student placements and monitor their progress to provide follow-up assistance if needed.
- ❖ Set up dedicated career resource centers or digital platforms with useful materials such as job portals, industry research, and career development tools.



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E mail: princeton.pharmacy@gmail.com, Website: pcop.ac.in

### Composition of Disciplinary Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Member Name	Actual Designation	Designation in the committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Dr.L.Harikiran	Vice-Principal	Coordinator
3	Mr.K.Hariprasad	Associate Professor	Member
4	Dr.A.Madhusudhan	Associate Professor	Member
5	Mrs.T.Rajini	Associate Professor	Member
6	Mrs.B.Ratna Kumari	Assistant Professor	Member



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## **DISCIPLINARY COMMITTEE:**

Disciplinary Committee is responsible for maintaining order and enforcing the code of conduct, rules, and regulations set by the institution.

The committee ensures that students follow the expected standards of behaviour and addresses any violations of these standards.

It plays a crucial role in upholding the integrity of the college environment.

### **Functions and Responsibilities:**

- ❖ The Committee ensures that students adhere to the institution's code of conduct, which typically covers aspects like attendance, dress code, behavior, and use of college facilities.
- ❖ The committee deals with violations of academic integrity (e.g., plagiarism, cheating), as well as non-academic violations like bullying, harassment, and misuse of campus facilities.
- ❖ Appropriate actions and penalties (warnings, suspension, expulsion, etc.) are decided based on the severity of the violation.
- ❖ In cases where behavioural issues arise due to personal or emotional struggles, the disciplinary committee may recommend counselling or support services for the student.
- ❖ The committee keeps a record of all disciplinary cases, investigations, and resolutions to ensure transparency and consistency in handling future violations.
- ❖ Ensures that the college community adheres to ethical standards.
- ❖ It promotes fairness, justice, and accountability within the college.
- ❖ Senior administrative staff, such as Head of the Department or Principal, may be part of the committee to provide oversight and ensure that decisions align with institutional policies.



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Cont: 8977014929

### Composition of Examination Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Dr.L.Harikiran	Vice-principal	Coordinator
3	Mrs.Ch.Sunitha	Associate Professor	Member
4	Mr.B.Sandeep	Associate Professor	Member
5	Mr.K.Kiran kumar	Associate Professor	Member



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## **EXAMINATION COMMITTEE:**

An Examination Committee is a group responsible for overseeing and managing all aspects related to the examination process. This committee plays a crucial role in ensuring that exams are conducted in a fair, transparent, and efficient manner, and that academic integrity is maintained. It handles everything from setting up examination schedules to managing results.

### **Functions and responsibilities:**

- ❖ The committee is responsible for creating the examination timetable, ensuring that exams are scheduled in a manner that minimizes clashes for students.
- ❖ It ensures that the examination dates and times are communicated effectively to all students and faculty.
- ❖ The committee works with subject professors or examiners to design and review question papers that align with the syllabus and academic standards. E
- ❖ Ensures that the exam papers are well-structured, clear, and free from errors.
- ❖ It may implement measures to prevent cheating, such as assigning invigilators and setting up surveillance systems during exams.
- ❖ The committee oversees the smooth conduct of examinations by ensuring that the examination rules and regulations are followed.
- ❖ It appoints invigilators, ensures exam centers are well-organized, and manages the seating arrangements to maintain discipline during the exam.
- ❖ Ensures transparency by providing information about exam dates, formats, and grading policies.
- ❖ Coordinate the evaluation process by ensuring that exam scripts are graded on time and accurately.
- ❖ It addresses discrepancies or grievances related to result discrepancies, re-evaluations, or errors in the grading process.
- ❖ The committee may also be responsible for issuing official transcripts, marksheets, and other examination-related documents to students after the results are declared.
- ❖ If there are any instances of cheating, malpractice, or violation of examination rules, the committee investigates the matter and takes appropriate disciplinary action according to the institution's guidelines.



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E mail: princeton.pharmacy@gmail.com, Website: pccop.ac.in

### Composition of Extra Curricular and Sports Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Mr.K.Hariprasad	Associate Professor	Coordinator
3	Dr.A.Madhusdhan	Associate Professor	Member
4	Mrs.V.Lavanya	Associate Professor	Member
5	Mrs.K.Usha	Associate Professor	Member
6	Ms Shaik Zareena Begum	Assistant Professor	Member
7	Dr.M.Diya	Assistant Professor	Member
8	Mr.Ch.Shivaraj Kumar	Assistant Professor	Member
9	Mrs.P.Madhuri	Assistant Professor	Member
10	A.Ruchitha	Student	23GA1R0023
11	A.Gowtham	Student	23GA1R0023



  
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## **EXTRA CURRICULAR AND SPORTS COMMITTEE:**

The Extracurricular and Sports Committee is responsible for promoting and organizing activities beyond academics, such as sports, cultural events, and other extracurricular pursuits. The committee ensures that students have opportunities to develop various skills, stay physically active, and engage in holistic personal development.

This helps in fostering a well-rounded college experience for students.

### **Functions and responsibilities:**

- ❖ The committee is responsible for organizing intra-college and inter-college sports events, tournaments, and competitions.
- ❖ This includes events such as cricket, football, basketball, athletics, tennis, and other games, catering to different interests and skills.
- ❖ Ensures the maintenance and availability of necessary sports facilities like playgrounds, gyms, and equipment
- ❖ Works to increase student participation in extracurricular and sports events by promoting activities through posters, social media, and campus campaigns.
- ❖ Encourages students to maintain physical fitness by promoting regular sports activities, yoga sessions, and fitness programs.
- ❖ Organizes cultural activities such as music and dance performances, drama, arts exhibitions, debates, literary events, and other talent showcases.
- ❖ Ensures that students get an opportunity to express themselves creatively and develop soft skills like communication, teamwork, and leadership.
- ❖ The committee works closely with academic departments and faculty to ensure that extracurricular and sports activities do not interfere with students' academic schedules.
- ❖ The committee manages the budget allocated to sports and extracurricular activities and ensures that the funds are used effectively for organizing events and procuring materials or equipment.
- ❖ Encourages students to stay physically active and healthy, while also offering recreational activities that help in stress relief.
- ❖ Encourages students to stay physically active and healthy, while also offering recreational activities that help in stress relief.
- ❖ It may also seek faculty involvement in organizing and judging events or encouraging student participation.



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Cont: 8977014929

### Composition of Finance Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Dr.S.Prabhaker Rao	Chairman	Coordinator
3	Mr.S.Sudheer	Director	Member
4	Mrs.S.Aruna	Secretary	Member
5	Dr.L.Harikiran	Vice-Principal	Member
6	Mr.Chandra Mohan Reddy	Chartered account	Member
7	Mrs.K.Archana	Senior accountant	Member



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Princeton College of Pharmacy,  
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## **FINANCE COMMITTEE:**

The Finance Committee is responsible for managing the financial resources of the institution. Its main role is to ensure the proper allocation, utilization, and monitoring of funds to support the various academic, administrative, and infrastructural needs of the college.

The committee plays a crucial role in maintaining financial transparency, accountability, and sustainability within the college.

### **Functions and responsibilities:**

- ❖ Prepares the annual budget for the college, ensuring that funds are allocated to various departments, events, infrastructure, and academic activities based on their needs and priorities.
- ❖ It works with different departments and administrative units to understand their financial requirements and provides a clear outline of how resources will be distributed.
- ❖ Oversees all financial transactions, ensuring that expenditures are made in accordance with the approved budget.
- ❖ Ensures that there are no unauthorized or misappropriated funds by maintaining proper records and documentation for all financial activities.
- ❖ Reviews and recommends adjustments to fees or charges for various services, such as library fees, sports fees, and examination fees.
- ❖ Explores avenues for generating additional funds for the college through donations, grants, alumni contributions, partnerships, or government funding.
- ❖ Organizes fundraising activities or campaigns for specific projects (e.g., building infrastructure, supporting student scholarships, etc).
- ❖ Ensures that financial statements, reports, and audits are conducted regularly and in compliance with legal and institutional regulations.
- ❖ Allocates funds for the development and maintenance of the college's infrastructure, including buildings, classrooms, laboratories, and other facilities.
- ❖ Ensures that long-term development plans, such as new constructions or renovations, are financially feasible.
- ❖ Ensures that all financial dealings are in line with the college's mission, objectives, and legal requirements.

The **Finance Committee** is essential in ensuring that a college runs smoothly by managing its financial resources effectively. It helps the institution meet its operational, academic, and infrastructural needs while ensuring compliance with financial regulations and providing transparency in financial practices.



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### Composition of Grievance Redressal Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Dr.L.Harikiran	Vice-principal	Coordinator
3	Dr.R.Sayanna	Former Professor, OU	Ombudsperson, Nominated by JNTUH
4	Dr.A.Srinivas	Professor	Member
5	Mr.K.Hariprasad	Associate Professor	Member
6	Mrs.Ch.Sunitha	Associate Professor	Member
7	Mrs.Sunayana	Associate Professor	Member
8	Mr.Roopani Madhu	Associate Professor	Member
9	D.Sowmya	Student	22GA1R0050
10	G.Chandu	Student	23GA1R0068



  
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## **GRIEVANCE REDRESSAL COMMITTEE:**

A Grievance Redressal Committee in a college is a body responsible for addressing and resolving complaints, concerns, and grievances raised by students, faculty, or staff. The purpose of this committee is to ensure that any issues or conflicts within the college environment are dealt with in a fair, transparent, and timely manner, promoting a harmonious and supportive atmosphere.

### **Functions and responsibilities:**

- ❖ The committee serves as the primary point of contact for individuals (students, faculty, or staff) to raise grievances related to various issues such as academic concerns, harassment, administrative problems, or any form of unfair treatment.
- ❖ Provides a platform for people to voice their concerns confidentially and without fear of retaliation.
- ❖ Once a grievance is received, the committee conducts a thorough investigation to understand the facts, gathering information from the concerned parties, including witnesses and relevant documentation.
- ❖ The committee works to resolve issues amicably through dialogue, mediation, and negotiation. For instance, if there is a conflict between students or between students and faculty, the committee may facilitate discussions to reach a mutually acceptable solution.
- ❖ Conduct awareness campaigns and workshops on the rights of students and staff, and educates them on the grievance redressal process.
- ❖ Works on preventive measures to reduce the occurrence of grievances by promoting a positive and inclusive college culture.
- ❖ Handling Specific Issues such as
  - Academic-related grievances
  - Discrimination or harassment grievances
  - Facilities-related grievances
  - Administrative grievances
- ❖ Ensures that feedback from grievances is taken into account to improve the overall college environment.
- ❖ Regularly monitors the status of grievances and their resolutions, ensuring that complaints are being addressed within a reasonable timeframe.
- ❖ Promotes Fairness and Justice.
- ❖ Prevents Unresolved Conflicts.
- ❖ Ensures Accountability.
- ❖ Fosters a Positive College Environment.
- ❖ Helps in Policy Improvement.



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Cont: 8977014929

### Composition of Internal Complaint Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Mr.B.Sandeep	Associate professor	Coordinator
3	Dr.L.Harikiran	Vice-Princpal	Member
4	Dr.B.Thejovathi	Associate professor	Member
5	Dr.G.Sainath	Associate professor	Member
6	Mrs.K.Devamani	Associate professor	Member
7	Mrs.N.Ramya	Assistant Professor	Member



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## **INTERNAL COMPLAINT COMMITTEE:**

Internal Complaint Committee (ICC) in a college is a body established to address complaints related to sexual harassment, discrimination, or other grievances that affect the well-being and rights of students, faculty, and staff. The ICC is typically mandated by law (such as the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** in India) to ensure a safe and supportive environment for all members of the academic community an internal complaint committee is framed.

### **Functions and Responsibilities:**

- ❖ Primary function of the ICC is to receive and resolve complaints related to sexual harassment, discrimination, or any form of misconduct.
- ❖ Complaints can be submitted in writing or through other prescribed formats (online forms, emails, etc.).
- ❖ Investigates complaints in a timely and sensitive manner, ensuring confidentiality and fairness. Investigation may involve interviewing the complainant, the accused, and any witnesses.
- ❖ If required, the committee may take appropriate actions, including counseling, mediation, or referring the matter to law enforcement.
- ❖ The Chairperson is typically a senior faculty member or administrator, often from a senior position such as a professor, dean, or a retired judge.
- ❖ The committee includes faculty members from various departments who are trained in dealing with issues of harassment and discrimination.
- ❖ There is often a representative from the non-teaching staff to ensure that issues affecting all employees are addressed.
- ❖ A person from outside the institution, usually from an NGO or legal background, may be included to ensure impartiality and transparency in the process.
- ❖ A student representative, preferably from a higher class or year, can also be part of the committee to voice the concerns of the student body.
- ❖ Internal Complaint Committee (ICC) ensures Justice, Promotes Inclusivity and Respect and Legal Compliance.



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Cont: 8977014929

### Composition of Library Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Mrs.G.Vijaya Nirmala	Librarian	Coordinator
3	Mr.V.Ramesh Naidu	Associate Professor	Member
4	Mr.Ch.Shivaraj Kumar	Assistant Professor	Member
5	Mr.R.Dinesh	Associate Professor	Member
6	Mr.G.Satheesh Kumar	Associate Professor	Member
7	Mrs.V.Lavanya	Associate Professor	Member
8	Ch.Tejaswini	Student	22GA1R0050



**PRINCIPAL**

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## **LIBRARY COMMITTEE:**

A Library Committee in a college is a group of individuals responsible for managing, overseeing, and improving the library services, resources, and facilities. The committee plays a key role in ensuring that the library meets the academic and research needs of students, faculty, and staff. It may also be involved in policy-making, budgeting, and ensuring the efficient functioning of the library.

### **Functions and Responsibilities:**

- ❖ The committee formulates policies related to the library's functioning, including rules regarding book borrowing, timings, and usage of resources.
- ❖ It may also set guidelines for the acquisition of new resources, both physical (books, journals) and digital (e-books, databases).
- ❖ Identifying gaps in the library's collection and recommending purchases or subscriptions for books, journals, online resources, and reference materials.
- ❖ The committee works on preparing the annual budget for the library, allocating funds for the acquisition of new resources, maintenance, staff salaries, and any other expenses.
- ❖ Ensures that the library has the necessary financial resources to function effectively. The library committee reviews the performance of the library periodically, evaluating its effectiveness in meeting the needs of users.
- ❖ Conduct surveys or collect feedback from students and faculty about the library's services, resources, and facilities.
- ❖ Ensures that library staff members are adequately trained to assist users effectively and efficiently.
- ❖ Ensures that the library's physical space is well-maintained and conducive to reading and studying.
- ❖ Suggest improvements in the library's layout, seating arrangements, lighting, and overall atmosphere.
- ❖ Typically a senior faculty member, such as the Head of the Library or the Dean of the institution, who presides over committee meetings and decision-making.
- ❖ Professors or department heads from various disciplines who represent the academic interests of different departments and provide inputs on resources needed for curriculum and research.
- ❖ The librarian is often the secretary of the committee and is responsible for the day-to-day management of the library. They provide input based on library usage and resource needs.
- ❖ A couple of student representatives from different years or programs, selected to voice the concerns and suggestions of the student body regarding library services and resources.
- ❖ A representative from the administration may be included, particularly if budgetary decisions or infrastructure planning is involved.



## PRINCETON COLLEGE OF PHARMACY

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E mail: princeton.pharmacy@gmail.com, Website: pcp.ac.in

Cont: 8977014929

### Composition of Minority Cell for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Ms.Shaik Zareena Begum	Associate Professor	Coordinator
3	Mrs.N.Ramya	Assistant Professor	Member
4	Mr.Ch.Anil Kumar	Assistant Professor	Member
5	Mrs.K.Devamani	Associate Professor	Member
6	Khudisha	Student	23GA1R0001



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Princeton College of Pharmacy,  
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## **MINORITY CELL:**

The Minority Cell plays an important role in creating an inclusive and equitable environment on campus, ensuring that minority students and staff receive the support and opportunities they need to succeed academically and socially.

### **Functions and Responsibilities:**

- ❖ The Minority Cell works to ensure that students from minority communities have access to the same educational and extracurricular opportunities as others.
- ❖ The cell provides counseling services for minority students facing personal, academic, or social challenges.
- ❖ The Minority Cell ensures that students from minority communities are aware of and can apply for scholarships, financial aid, and government schemes that are specifically designed for them.
- ❖ It advocates for the protection of minority rights and works with the administration to create a supportive environment.
- ❖ It also ensures that there are provisions for students to observe their religious practices (e.g., prayer rooms, holidays).
- ❖ The cell may act as a grievance redressal mechanism for minority students facing discrimination or harassment, ensuring that the issues are addressed promptly.
- ❖ Helps students connect with external resources and opportunities such as internships, job placements, and scholarships.
- ❖ Faculty members who are involved in guiding the students and assisting with academic, cultural, and administrative matters related to the minority students.
- ❖ Students from minority communities who represent their peers and provide feedback, suggestions, and help in organizing events and initiatives.
- ❖ Promoting Social Equity
- ❖ Creating an Inclusive Campus
- ❖ Supporting Personal Growth and Development
- ❖ Minority Cell is essential for promoting diversity, inclusion, and social justice within a college. By offering support, resources, and advocacy, it helps ensure that minority students are able to navigate their academic journey successfully and with dignity.



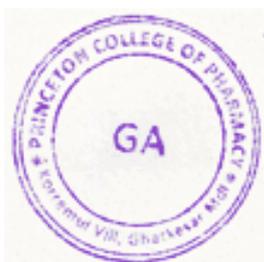
## PRINCETON COLLEGE OF PHARMACY

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### Composition of National service Scheme (NSS) Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Mr.K.Hariprasad	Associate Professor	Coordinator
3	Dr.B.Thejovathi	Associate Professor	Member
4	Mrs.Ch.Sunitha	Associate Professor	Member
5	Mrs.S.Jyothi	Associate Professor	Member
6	Mr.Ch.Anil Kumar	Assistant Professor	Member
7	B.Abhilash	Student	23GA1R0073



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Ghatkesar Mdl, Medchal Dist, Telangana.

## **NATIONAL SERVICE SCHEME (NSS) COMMITTEE:**

The NSS (National Service Scheme) Committee in a college is a student body or organizational structure responsible for managing and overseeing the activities related to the NSS program. The NSS program aims to promote social service, community development, and volunteerism among students, fostering a sense of responsibility and commitment to society.

The NSS Committee coordinates NSS activities, encourages student participation in community service, and works on various social, environmental, and developmental initiatives.

### **Functions and Responsibilities:**

- ❖ The NSS Committee plays a central role in planning and organizing community service projects such as cleaning drives, health awareness programs, tree plantation, literacy programs, and more.
- ❖ It helps students understand the significance of their contribution to society and educates them about various social challenges.
- ❖ The NSS Committee motivates and encourages students to volunteer and participate in NSS activities, helping them develop leadership skills and a sense of social responsibility.
- ❖ Students are often encouraged to take part in local, regional, and national-level events and programs under the NSS banner.
- ❖ Coordinates with local NGOs, government bodies, and other community organizations to carry out large-scale social outreach programs.
- ❖ Conduct programs for underprivileged communities, disaster relief efforts, health check-ups, and educational support.
- ❖ A key activity for NSS students is the organization of rural or urban camps, which usually take place during holidays or special NSS events.
- ❖ The committee often collaborates with other colleges, educational institutions, or community organizations to expand the reach and impact of its initiatives.
- ❖ Feedback from participants, the community, and relevant stakeholders is collected to improve future initiatives.
- ❖ NSS Committee should ensure the
  - Developing Social Responsibility:
  - Holistic Student Development:
  - Contributing to Community Development:
  - Promoting National Integration and Unity:
  - Building Leadership and Organizational Skills:
  - Improving College-Community Relations.



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### Composition of OBC Cell for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Dr.M.Divya	Assistant Professor	Coordinator
3	Mr.G.Sagar	Associate Professor	Member
4	Mrs.B.Shireesha	Assistant Professor	Member
5	Mr.G.Bikshapathi	Associate Professor	Member
6	Bharath Kumar	Student	22GA1R0039



  
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## **OBC CELL:**

An OBC Cell (Other Backward Classes Cell) aims to provide a conducive environment for the academic, social, and personal growth of OBC students, ensuring that they have equal opportunities and are not marginalized or discriminated against in any way.

The cell is typically created to support the implementation of government policies and ensure the well-being of students who belong to the OBC community.

### **Functions and Responsibilities:**

- ❖ Assist students who are struggling with their coursework by connecting them with appropriate resources or faculty members.
- ❖ The cell acts as a platform to address issues related to caste-based discrimination or harassment faced by OBC students. It works to ensure that students feel safe, respected, and valued within the academic environment.
- ❖ The OBC Cell plays a role in informing students about scholarships, government schemes, and financial aid programs specifically available for OBC students.
- ❖ It helps students with the application process for these scholarships and ensures they receive the financial support they are entitled to.
- ❖ The cell may organize career counseling sessions, workshops, and seminars to guide OBC students about available career opportunities, competitive exams, job placements, and internships.
- ❖ It also keeps track of the implementation of government policies in the institution and ensures that OBC students are not facing any barriers to their education.
- ❖ Ensuring Equal Opportunities.
- ❖ Building Confidence and Empowerment
- ❖ Supporting Government Policies.
- ❖ Addressing Social Issues.



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Cont: 8977014929

### **Composition of Research & Development Committee (R&D)** **for the A.Y. 2023-24**

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Chairperson	Chairperson
2	Dr.B.Thejovathi	Associate Professor	Coordinator
3	Dr.L.Harikiran	Vice Principal	Member
4	Dr.A.Madhusudhan Reddy	Associate Professor	Member
5	Dr.G.Durgaiah	Associate Professor	Member
6	Dr.R.Sumalatha	Associate Professor	Member



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## **RESEARCH AND DEVELOPMENT COMMITTEE:**

The committee plays a critical role in promoting academic research, innovation, and the development of new ideas across various disciplines. It is also responsible for creating a research-friendly environment by providing resources, guidance, and support to faculty, students, and researchers.

### **Functions and Responsibilities:**

- ❖ The R&D Committee works to establish and promote a strong research culture within the institution by encouraging faculty and students to engage in research activities.
- ❖ Organize seminars, workshops, and conferences to showcase ongoing research, encourage knowledge exchange, and spark new ideas.
- ❖ identify and promote research opportunities within the college, such as potential areas of focus, interdisciplinary research projects, and collaboration with industry and other academic institutions.
- ❖ Esures that faculty and students have access to necessary resources like research funding, library materials, databases, software, and equipment.
- ❖ Facilitates access to government and private funding opportunities, grants, and scholarships to support research initiatives.
- ❖ Should provide support to students, particularly postgraduate and doctoral students, in their research work by offering guidance, mentorship, and research grants.
- ❖ The R&D Committee fosters collaborations with industry, other universities, research institutions, and government agencies to enhance research quality and expand opportunities.
- ❖ Monitor the progress of ongoing research projects to ensure that they are on track and meet the expected standards.
- ❖ Encourage faculty and students to publish their research findings in peer-reviewed journals and present them at national and international conferences.
- ❖ The R&D Committee ensures to manage internal funding programs for research, offering seed money, travel grants for conferences, and financial support for research infrastructure development.
- ❖ R&D Committee is vital for promoting a research-driven environment that encourages innovation, collaboration, and the development of knowledge.



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Cont: 8977014929

### Composition of SC/ST Cell (Anti-Discrimination) for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Mr.K.Hariprasad	Associate professor	Coordinator
3	Mrs.K.Devamani	Associate professor	Member
4	Mrs.K.Usha	Associate professor	Member
5	Mrs.N.Ramya	Assistant professor	Member
6	R.Sindhu	Student	23GA1T0012
7	M.Krupamani	Student	23GA1T0023



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## **SC/ST COMMITTEE (ANTI-DISCRIMINATION):**

The **SC/ST Cell** (Scheduled Castes/Scheduled Tribes Cell) body that works to support and address the specific needs of students from the SC (Scheduled Castes) and ST (Scheduled Tribes) communities.

It aims to create an inclusive, equitable, and supportive environment for SC/ST students and ensures that they have access to equal opportunities in education and extracurricular activities.

### **Functions and Responsibilities:**

- ❖ The SC/ST Cell ensures that students from these communities have equal access to academic resources, scholarships, and support services, eliminating barriers they might face due to social or economic disadvantages.
- ❖ Ensures proper implementation of reservation policies for admission, faculty appointments, and other academic-related opportunities in the institution as per government norms.
- ❖ The SC/ST Cell acts as a grievance redressal mechanism for students facing discrimination, harassment, or any kind of prejudice based on caste. It ensures that students feel safe and respected in the college environment.
- ❖ It helps students from these communities' access internships, workshops, and training programs that will assist them in entering the workforce.
- ❖ Ensure to track the implementation of policies related to the admission and reservation of SC/ST students, ensuring compliance with government norms.
- ❖ The cell should provide emotional and psychological support for students who may experience feelings of isolation, alienation, or stress related to caste-based discrimination or social exclusion.
- ❖ Ensure to work with faculty members to promote the academic growth of SC/ST students by facilitating access to research programs and academic resources.
- ❖ Ensure improving Academic and Social Inclusion.
- ❖ Ensure enhancing Personal and Professional Development.
- ❖ Ensure Creating an Inclusive Campus Environment



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Cont: 8977014929

### Composition of Stores and Maintenance Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana,	Principal	Chairperson
2	Ms.Shaik Zareena Begum	Associate Professor	Coordinator
3	Mrs.B.Sunitha	Store Incharge	Member
4	Dr.A.Madhusudhan Reddy	Associate Professor	Member
5	Mr.B.Sandeep	Associate Professor	Member
6	A.Akhila	Student	22GA1R0001



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## **STORES AND MAINTENANCE COMMITTEE:**

The Stores and Maintenance Committee is responsible for managing and overseeing the procurement, maintenance, and proper utilization of the institution's physical assets, such as equipment, furniture, infrastructure, and other resources. This committee ensures that the college's facilities are well-maintained, resources are efficiently utilized, and everything is in good working condition to support the academic and administrative functions of the institution.

### **Functions and Responsibilities:**

- ❖ The committee is responsible for the procurement of all necessary goods, equipment, and materials required for the smooth functioning of the college, including laboratory supplies, office materials, furniture, books, and computers.
- ❖ Manages the inventory of all items and ensures that records are maintained accurately. This includes tracking stock levels and coordinating the timely replenishment of materials and resources.
- ❖ The committee ensures that the assets of the college (such as computers, lab equipment, furniture, etc.) are properly maintained and functioning.
- ❖ Periodically conduct audits to assess the condition and utilization of these assets.
- ❖ The committee oversees the maintenance of the college's physical infrastructure, including classrooms, laboratories, library, sports facilities, and administrative offices.
- ❖ Ensures that repairs and maintenance work, such as plumbing, electrical work, painting, and other infrastructural tasks, are done in a timely manner to avoid disruption in academic activities.
- ❖ Identify and report the damaged equipment or infrastructure.
- ❖ Ensure that resources are being utilized efficiently and appropriately.
- ❖ Preparing the annual budget for procurement and maintenance activities. It may review and approve expenditures related to the purchase of materials, maintenance services, and repairs.
- ❖ Ensure the reducing energy consumption, minimizing waste, and recycling materials.
- ❖ Ensures effective communication between departments for the smooth flow of procurement, delivery, and maintenance processes.

The **Stores and Maintenance Committee** is vital for the efficient management of resources and the upkeep of infrastructure within a college.



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### Composition of Training and Placement Committee for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana,	Principal	Chairperson
2	Mr.B.Sandeep	Associate Professor	Coordinator
3	Dr.L.Harikiran	Vice-Principal	Member
4	Mrs.S.Sunayana	Associate Professor	Member
5	Mr.M.Suresh	Associate Professor	Member
6	G.Dinesh	Student	23GA1R0037



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## **TRAINING AND PLACEMENT COMMITTEE:**

The Training and Placement Committee is a crucial body that facilitates the placement process for students, ensuring that they receive training and career guidance to help them secure jobs or internships.

The committee bridges the gap between academia and industry, assisting students in developing the necessary skills and providing them with the right opportunities to enhance their employability.

### **Functions and Responsibilities:**

- ❖ The committee is responsible for organizing campus recruitment drives where companies and organizations visit the college to recruit students for various positions.
- ❖ Invite reputed companies, firms, and organizations for campus placement, both for final placements and internship opportunities.
- ❖ The committee arranges pre-placement training sessions to prepare students for recruitment includes resume writing workshops, mock interviews, aptitude tests, group discussions, and personality development sessions.
- ❖ The committee may provide one-on-one career counseling sessions for students, helping them identify their career interests and guide them in choosing appropriate job opportunities.
- ❖ The committee maintains an up-to-date database of students' academic records, skills, qualifications, and other relevant details to share with potential employers. This helps recruiters quickly find suitable candidates for available positions
- ❖ Track the placement progress by maintaining detailed records of the number of students placed, the companies visited, job profiles offered, and average salaries.
- ❖ To build and maintain strong relationships with industry professionals, alumni, and corporate partners to open more placement avenues for students.
- ❖ Enhancing Employability.
- ❖ Facilitating Industry-Academia Linkages.
- ❖ Maximizing Placement Opportunities.
- ❖ Strengthening the College's Reputation.
- ❖ Creating a Supportive Network for Students.



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Cont: 8977014929

### Composition of Women protection Cell for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr. K. Satyanarayana	Principal	Chairperson
2	Mrs.K.Devamani	Associate Professor	Co-ordinator
3	Mrs V.Lavanya	Associate Professor	Member
4	Mrs.Gowthami	Associate professor	Member
5	Mrs.N.Ramya	Assistant professor	Member
6.	K.Ankitha	Student	23GA1R0065



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## **WOMEN PROTECTION CELL:**

The Women Protection Cell in a college is an essential committee aimed at ensuring the safety, well-being, and rights of female students, staff, and faculty.

The cell works to create a safe, respectful, and supportive environment for women on campus, addressing issues such as sexual harassment, gender discrimination, and any other form of mistreatment. It also provides a platform for women to voice concerns, report incidents, and seek redressal.

### **Functions and Responsibilities:**

- ❖ The cell organizes awareness programs, workshops, and seminars to educate students and staff about women's rights, gender equality, sexual harassment laws (such as the Sexual Harassment of Women at Workplace Act, 2013), and the importance of mutual respect and consent.
- ❖ Provides a confidential and safe platform for female students and staff to report incidents of harassment, abuse, discrimination, or any other grievances. Complaints can be lodged in person, through email, or through a designated online portal.
- ❖ Once a complaint is received, the cell ensures timely action and addresses the grievance by investigating the matter. It may involve counseling, mediation, or taking disciplinary action as per the institutional policies and laws.
- ❖ All complaints are handled with utmost confidentiality to protect the privacy of the complainant and prevent any retaliation.
- ❖ facilitate legal support and guidance for those who need to take legal action regarding the harassment or violence they have faced.
- ❖ Ensures that the college environment is free from sexual harassment and other forms of violence. It works with the administration to implement policies and systems to protect women, such as creating safe spaces, installing security cameras, and ensuring proper lighting in vulnerable areas.
- ❖ Regular workshops and seminars are conducted to raise awareness about sexual harassment, educating students and staff about what constitutes harassment, how to prevent it, and how to report it.
- ❖ The cell may collaborate with external organizations or legal experts to ensure that the college is up-to-date with the latest regulations and practices related to women's safety and empowerment.
- ❖ To empower women and give them the skills to protect themselves, the Women Protection Cell may organize self-defense training sessions or workshops.
- ❖ Maintain accurate records of complaints and the actions taken to resolve them, ensuring transparency and accountability.
- ❖ Maintain annual report summarizing its activities, the number of cases handled, the outcomes, and the steps taken to improve safety and gender equality on campus.



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### Composition of Women Empowerment Cell for the A.Y. 2023-24

Accordingly, a committee with the following personnel is constituted in Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal-Malkajgiri (Dist).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Mrs.V.Lavanya	Associate Professor	Coordinator
3	Mrs.S.Jyothi	Associate Professor	Member
4	Mrs.G.Swetha Reddy	Associate Professor	Member
5	Mrs.P.Ramya	Assistant Professor	Member
6	R.Sindhu	Student	23GA1T0012



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## **WOMEN EMPOWERMENT CELL:**

The Women Empowerment Cell is a committee or body designed to promote gender equality, empower women, and provide them with opportunities for personal, academic, and professional growth. It works to create an environment where women feel encouraged to express themselves, achieve their goals, and overcome social, cultural, and economic barriers. The cell focuses on fostering self-confidence, leadership, and the overall well-being of women within the campus community.

### **Functions and Responsibilities:**

- ❖ The cell organizes programs and campaigns to raise awareness about gender equality, the importance of women's rights, and the social, cultural, and legal barriers that women face.
- ❖ It may celebrate days like International Women's Day or other significant events to honor and recognize women's contributions to society, academia, and the workforce.
- ❖ Ensures to offer entrepreneurship workshops and networking events to inspire and help women students or staff explore entrepreneurship as a viable career option.
- ❖ Organize activities to help women develop soft skills, public speaking abilities, problem-solving skills, and decision-making capabilities.
- ❖ Provides counseling services for women who may be dealing with emotional, mental, or social challenges.
- ❖ The Women Empowerment Cell facilitates networking opportunities with successful women alumni, professionals, and industry experts.
- ❖ Collaborate with NGOs, women's associations, and community organizations to organize events or to connect women on campus with wider networks of women's empowerment.
- ❖ Ensures that women are adequately represented in committees, student unions, clubs, and various other student-led initiatives in the college.
- ❖ Zero-Tolerance Policy for Discrimination.
- ❖ Promoting Social and Cultural Awareness.
- ❖ Empowering Women to Overcome Barriers.
- ❖ Encouraging Leadership and Independence.
- ❖ Improving Campus Safety and Well-being.
- ❖ Creating a Supportive Network.