



# 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)

Proc.33/PCOP/2025

Date: 03/11/2025

## COMPOSITION OF HOSPITALITY COMMITTEE

Accordingly, the following committee is hereby constituted with the personnel listed below at Princeton College of Pharmacy, Chowdariguda (V), Ghatkesar (M), Medchal–Malkajgiri (D).

S.No	Name of the Member	Actual Designation	Designation in the Committee
1	Dr.K.Satyanarayana	Principal	Chairperson
2	Dr.A.Madhusudhan Reddy	Associate Professor	Co-ordinator
3	Dr.L.Harikiran	Professor	Member
4	Dr.K.Hariprasad	Associate Professor	Member
5	Mrs.G.Vijaya Nirmala	Office Staff	Member
6	Ms.Shaik Zareena	Associate Professor	Member
7	Shiva Hari Rathod	Student (24GA1T0014)	Member

**Note:** The committee hereby constituted shall continue to function until further reconstitution.



**PRINCIPAL**

Princeton College of Pharmacy  
Chowdariguda (V), Ghatkesar (M),  
Medchal (D), Telangana-500088

## HOSPITALITY COMMITTEE

### **Functions & Responsibilities:**

- ❖ Plan and coordinate hospitality arrangements including transport for guest lecturers, examiners, inspectors, and visitors.
- ❖ Arrange accommodation, local transport, meals, and reception for invited guests.
- ❖ Coordinate welcome, felicitation, and protocol during academic events and conferences.
- ❖ Ensure proper reception during statutory inspections (PCI, University, NAAC, etc.).
- ❖ Maintain guest house/visitor records if applicable.
- ❖ Arrange refreshments for meetings, seminars, workshops, and official programs.
- ❖ Ensure courteous and professional interaction with visitors and stakeholders.
- ❖ Arrange pickup from airport/railway station/bus stand to hotel/guest house/college.
- ❖ Ensure committee representative accompanies driver for reception.
- ❖ Provide placard with inspector name/PCI Inspection.
- ❖ Arrange return drop after completion of inspection.
- ❖ Ensure punctuality as per inspector schedule.



**PRINCIPAL**

Princeton College of Pharmacy  
Chowdariguda (V), Ghatkesar (M),  
Medchal (D), Telangana-500088