



# V. V. INSTITUTE OF PHARMACEUTICAL SCIENCES

Seshadri Rao Knowledge Village, GUDLAVALLERU - 521 356, Krishna District, A.P.

(Approved by AICTE & PCI, New Delhi and Affiliated to JNTUK, Kakinada)

Sponsored by A.A.N.M. & V.V.R.S.R. Educational Society

Phone : 08674-274649, Fax : 08674-274441

E-mail : venkatadripharmacy@gmail.com, Website : www.vvipsgudlavalleru.ac.in

Date: 24-04-2023

## Circular

This is informed to all the members of internal complaint committee members to attend the meeting in principal's chamber at 3.50 Pm on 25-04-2023.

### Points to be discussed:

1. Formation of Internal Complaint Committee.
2. To discuss the functions of the committee.
3. Any other matter.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Ms. K. Parimala	Assistant Professor	Coordinator	
3	Dr. T. Balakrishna	Associate Professor	Member	
4	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
5	Ms. A. Sai Datri	Assistant Professor	Member	
6	Ms. D. Lavanya	Assistant Professor	Member	
7	Ms. Vaseem Unnisa	Assistant Professor	Member	
8	Ms. P. Bhagya Rekha	Assistant Professor	Member	
9	Ms. M. Kavya	Student of IV B. Pharmacy	Member	
10	Mr. A. Sankar Deekshith	Student of IV B. Pharmacy	Member	

### Copy to:

1. All the members of the committee.



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# V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlavaluru- 521 356.

Date: 26-04-2023

## MINUTES OF THE MEETING

Minutes of meeting of internal complaint committee with its constituted members was held on 25-04-2023 at 3.50 Pm.

The chairperson of ICC had welcomed all the members of internal complaint committee.

1. As per the norms of the management the internal complaint committee was constituted. All the committee members were introduced during the meeting.
2. All the members were instructed about the functions of the committee:
  - To follow the related acts rules and regulations of government of India applicable from time to time.
  - To discuss all the matters related to women in the work place and make suggestions to the management on such matters.
  - To create awareness for the prevention of sexual harassment by promoting gender equity among students and staff.
3. Ms. K. Parimala informed that there were no complaints of sexual harassment in the institution and the chairperson had appreciated the efforts of the members.

Since there was no points to discuss the meeting has ended.



  
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## V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlavalleru- 521 356.

The following members of the committee attended the meeting

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Ms. K. Parimala	Associate Professor	Coordinator	
3	Dr. T. Balakrishna	Associate Professor	Member	
4	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
5	Ms. A. Sai Datri	Assistant Professor	Member	
6	Ms. D. Lavanya	Assistant Professor	Member	
7	Ms. Vaseem Unnisa	Assistant Professor	Member	
8	Ms. P. Bhagya Rekha	Assistant Professor	Member	
9	Ms. M. Kavya	Student of IV B. Pharmacy	Member	
10	Mr. A. Sankar Deekshith	Student of IV B. Pharmacy	Member	



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# V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlavalleru- 521 356.

Date: 17-04-2023

## RECONSTITUTION OF INTERNAL COMPLIANT COMMITTEE

As per the guidelines of JNTUK, Internal Complaint Committee was reconstituted with the following members by the head of the Institution.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Ms. K. Parimala	Assistant Professor	Coordinator	
3	Dr. T. Balakrishna	Associate Professor	Member	
4	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
5	Ms. A. Sai Datri	Assistant Professor	Member	
6	Ms. D. Lavanya	Assistant Professor	Member	
7	Ms. Vaseem Unnisa	Assistant Professor	Member	
8	Ms. P. Bhagya Rekha	Assistant Professor	Member	
9	Ms. M. Kavya	Student of IV B. Pharmacy	Member	
10	Mr. A. Sankar Deekshith	Student of IV B. Pharmacy	Member	



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Phone : 08674-274649, Fax : 08674-274441

E-mail : venkatadripharmacy@gmail.com, Website : www.vvipsgudlavalleru.ac.in

Date: 22-08-2022

## Circular

This is informed to all the members of internal complaint committee members to attend the meeting in principal's chamber at 11.30Am on 24-08-2023.

### Points to be discussed:

1. Establishment of Internal Complaint Committee.
2. The purpose of this discourse is to examine the functions performed by the committee.
3. Furthermore, any other subjects or concerns will be addressed.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. P. Raveesha	Associate Professor	Coordinator	
3	Ms. B. Satya Sree	Associate Professor	Member	
4	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
5	Ms. A. Sai Datri	Assistant Professor	Member	
6	Ms. D. Lavanya	Assistant Professor	Member	
7	Ms. Vaseem Unnisa	Assistant Professor	Member	
8	Ms. T. Kundhana	Assistant Professor	Member	
9	Ms. P. Bhargavi.	Student of IV B. Pharmacy	Member	
10	Mr. J. Manikanta	Student of IV B. Pharmacy	Member	

### Copy to:

1. All the members of the committee



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## V. V. Institute of Pharmaceutical Sciences

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### Roles and Responsibilities:

- To reduce discrimination and sexual harassment, the objective is to foster gender parity among both students and staff.
- To address instances of gender-based discrimination and sexual harassment towards women, promptly and efficiently, with the goal of providing support services to the victims and putting an end to the harassment.
- The objective is to provide comprehensive education to all institution workers regarding workplace sexual harassment, including its consequences, relevant legislation, and the process of registering a complaint with the Internal Complaints Committee (ICC).
- To propose suitable punitive measures to the management for the offender.



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# V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlalleru- 521 356.

Date: 25-08-2022

## MINUTES OF THE MEETING

Minutes of meeting of internal complaint committee with its constituted members was held on 24-08-2022 at 11.30 Am.

- The chairperson of the Internal Complaint Committee (ICC) cordially greeted all the members of the internal complaint committee.
- The establishment of the internal complaint committee was carried out in adherence to the standards set forth by the management. An introductory session was conducted during the meeting to familiarize all committee members with one another.
- All members of the committee were given instructions pertaining to the responsibilities of the committee, which encompass compliance with the pertinent statutes, rules, and regulations of the Indian government that are applicable at any given time.
- The objective of this effort is to facilitate in-depth discussions concerning women's experiences in the workplace and offer advice to the management regarding these matters.
- The aim of this initiative is to enhance understanding and recognition of the significance of mitigating instances of sexual harassment through the promotion of gender equality among students and staff members.
- The user's text is already academic in nature.
- Based on the findings of Dr. P. Raveesha, no documented cases of sexual harassment have been reported within the institution. Furthermore, the chairperson has conveyed gratitude for the endeavors undertaken by the members.
- The user's text does not contain any information. Given the absence of additional subjects for deliberation, the conference was brought to a close.



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## V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlalleru- 521 356.

The following members of the committee attended the meeting

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. P. Raveesha	Associate Professor	Coordinator	
3	Ms. B. Satya Sree	Associate Professor	Member	
4	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
5	Ms. A. Sai Datri	Assistant Professor	Member	
6	Ms. D. Lavanya	Assistant Professor	Member	
7	Ms. Vaseem Unnisa	Assistant Professor	Member	
8	Ms. T. Kundhana	Assistant Professor	Member	
9	Ms. P. Bhargavi.	Student of IV B. Pharmacy	Member	
10	Mr. J. Manikanta	Student of IV B. Pharmacy	Member	



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# V. V. Institute of Pharmaceutical Sciences

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Date: 25-08-2022

## RECONSTITUTION OF INTERNAL COMPLIANT COMMITTEE

As per the guidelines of JNTUK, Internal Complaint Committee was reconstituted with the following members by the head of the Institution.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. P. Raveesha	Associate Professor	Coordinator	
3	Ms. B. Satya Sree	Associate Professor	Member	
4	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
5	Ms. A. Sai Datri	Assistant Professor	Member	
6	Ms. D. Lavanya	Assistant Professor	Member	
7	Ms. Vaseem Unnisa	Assistant Professor	Member	
8	Ms. T. Kundhana	Assistant Professor	Member	
9	Ms. P. Bharghavi.	Student of IV B. Pharmacy	Member	
10	Mr. J. Manikanta	Student of IV B. Pharmacy	Member	



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## V. V. Institute of Pharmaceutical Sciences

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### Roles and Responsibilities:

- In order to reduce instances of discrimination and sexual harassment, it is crucial to promote gender equality among both the student body and faculty.
- In order to tackle cases of discrimination and sexual harassment against women, it is crucial to promptly implement measures that emphasize the provision of support services to victims and the end of such harassment.
- In order to ensure that all employees within the institution receive a thorough education, it is crucial to tackle the matter of sexual harassment in the workplace. This educational project seeks to increase knowledge of the adverse implications of such behavior, as well as the existing legal framework to address it. In addition, employees will receive information regarding the procedure for filing a complaint with the Internal Complaints Committee (ICC).
- To recommend appropriate disciplinary actions to the management for the person accountable



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Date: 20-11-2021

## Circular

This is informed to all the members of Internal Complaint Committee members to attend the meeting in principal's chamber at 3.50 Pm on 22-11-2021.

### Points to be discussed:

1. Reconstitution of Internal Complaint Committee.
2. The objective of this discourse is to analyze the various functions executed by the committee.
3. Any other matter with the permission of chair.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. P. Raveesha	Associate Professor	Coordinator	
3	Ms. B. Satya Sree	Associate Professor	Member	
4	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
5	Ms. A. Sai Datri	Assistant Professor	Member	
6	Ms. D. Lavanya	Assistant Professor	Member	
7	Ms. Vaseem Unnisa	Assistant Professor	Member	
8	Ms. M. Chadhana	Assistant Professor	Member	
9	Ms. J. Sony	Student of IV B. Pharmacy	Member	
10	Mr. Md. Zakir	Student of IV B. Pharmacy	Member	

### Copy to:

1. All the members of the committee



*Amoo*  
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# V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlavalleru- 521 356.

Date: 23-11-2021

## MINUTES OF THE MEETING

Minutes of meeting of internal complaint committee with its constituted members was held on 22-11-2021 at 03.50 Pm.

The chairperson of the Internal Complaint Committee (ICC) extended a warm welcome to all the members of the internal complaint committee.

The implementation of the internal complaint committee was conducted in accordance with the guidelines established by the management. During the meeting, a preliminary session was carried out to acquaint all members of the committee with each other.

The committee members were provided with instructions regarding their responsibilities, which include adhering to the relevant rules and regulations of the Indian government that are applicable at any given time.

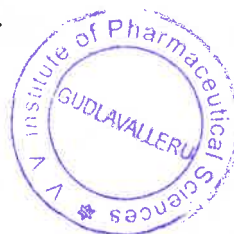
The primary aim of this endeavor is to foster comprehensive dialogues pertaining to the experiences of women in the professional sphere, and to provide guidance to organizational leadership on matters pertaining to these experiences.

The objective of this program is to augment comprehension and acknowledgment of the importance of addressing occurrences of sexual harassment by fostering gender equality among students and staff members.

The user's text is already written in an academic style.

According to the research conducted by Dr. P. Raveesha, there is a lack of documented instances of sexual harassment within the university. In addition, the chairperson has expressed appreciation for the efforts made by the members.

The user's text does not contain any substantive content. In light of the lack of further topics for discussion, the conference was concluded. The meeting ended with vote of thanks.



*Aravind*  
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## V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlavalleru- 521 356.

The following members of the committee attended the meeting

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. P. Raveesha	Associate Professor	Coordinator	
3	Ms. B. Satya Sree	Associate Professor	Member	
4	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
5	Ms. A. Sai Datri	Assistant Professor	Member	
6	Ms. D. Lavanya	Assistant Professor	Member	
7	Ms. Vaseem Unnisa	Assistant Professor	Member	
8	Ms. M. Chadhana	Assistant Professor	Member	
9	Ms. J. Sony	Student of IV B. Pharmacy	Member	
10	Mr. Md. Zakir	Student of IV B. Pharmacy	Member	



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# V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlavalleru- 521 356.

Date: 22-11-2021

## RECONSTITUTION OF INTERNAL COMPLIANT COMMITTEE

As per the guidelines of JNTUK, Internal Complaint Committee was reconstituted with the following members by the head of the Institution.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. P. Raveesha	Associate Professor	Coordinator	
3	Ms. B. Satya Sree	Associate Professor	Member	
4	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
5	Ms. A. Sai Datri	Assistant Professor	Member	
6	Ms. D. Lavanya	Assistant Professor	Member	
7	Ms. Vaseem Unnisa	Assistant Professor	Member	
8	Ms. M. Chadhana	Assistant Professor	Member	
9	Ms. J. Sony	Student of IV B. Pharmacy	Member	
10	Mr. Md. Zakir	Student of IV B. Pharmacy	Member	



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## V. V. Institute of Pharmaceutical Sciences

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### Roles and Responsibilities:

- To address occurrences of discrimination and sexual harassment, it is crucial to cultivate gender equality among both the student body and faculty.
- To effectively combat cases of discrimination and sexual harassment targeting women, it is crucial to promptly implement measures that emphasize the provision of support services to victims and the end of such harassment.
- The user's text does not contain any information to rewrite. In order to ensure a thorough education for all employees inside the institution, it is essential to acknowledge and tackle the matter of sexual harassment in the workplace.
- The primary objective of this educational project is to augment knowledge and understanding on the adverse ramifications associated with such conduct, alongside the existing legal infrastructure established to address and mitigate it. Furthermore, the employees will receive information regarding the procedure for lodging a complaint with the Internal Complaints Committee.
- To recommend appropriate disciplinary actions to the management regarding the individual accountable.



*Aravind*  
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Phone : 08674-274649, Fax : 08674-274441

E-mail : venkatadripharmacy@gmail.com, Website : www.vvipsgudlavalleru.ac.in

Date: 16-11-2020

## Circular

This is informed to all the members of Internal Complaint Committee members to attend the meeting in principal's chamber at 11.30 Am on 17-11-2020.

### Points to be discussed:

1. To discuss on constitution of Internal Complaint Committee
2. To discuss on the various functions performed by the committee.
3. Any other matter may with the permission of the chair.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Ms. K. Parimala	Assistant Professor	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of IV B. Pharmacy	Member	
10	Mr. Ch. Joshi	Student of IV B. Pharmacy	Member	

### Copy to:

1. All the members of the committee



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# V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlalleru- 521 356.

Date: 18-11-2020


## MINUTES OF THE MEETING

Minutes of meeting of internal complaint committee with its constituted members was held on 17-11-2020 at 11.30 Am.

- The chairperson of the Internal Complaint Committee (ICC) had welcomed all members of the committee.
- The committee discussed on the implementation of an initiative to raise awareness about the Internal Complaint Committee (ICC) among the faculty and students for the current academic year.
- There were no reports of sexual harassment from students and staff.
- The committee proposed the implementation of an orientation program focused on addressing the issue of sexual harassment among students.
- College bus students requested to allow for first hour in case of late happened because of railway gates. Chairperson and committee members consider their request and give 5minutes leverage.

The meeting concluded with vote of thanks



  
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## V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlavalleru- 521 356.

The following members were present in the meeting

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Ms. K. Parimala	Assistant Professor	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of IV B. Pharmacy	Member	
10	Mr. Ch. Joshi	Student of IV B. Pharmacy	Member	



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# V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlalleru- 521 356.

Date: 16-11-2020

## RECONSTITUTION OF INTERNAL COMPLIANT COMMITTEE

As per the guidelines of JNTUK, Internal Complaint Committee was reconstituted with the following members by the head of the Institution.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Ms. K. Parimala	Assistant Professor	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of IV B. Pharmacy	Member	
10	Mr. Ch. Joshi	Student of IV B. Pharmacy	Member	



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E-mail : venkatadripharmacy@gmail.com, Website : www.vvipsgudlavalleru.ac.in

Date: 10-02-2020

## Circular

This is informed to all the members of Internal Complaint Committee members to attend the meeting in principal's chamber at 03.50 Pm on 11-02-2020.

### Points to be discussed:

1. To review Internal Complaint Committee
2. Discuss on matters related to sexual harassment if any.
3. Any other matter related.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Mr. Md. Yaseen	Lab Assistant	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of IV B. Pharmacy	Member	
10	Mr. Ch. Joshi	Student of IV B. Pharmacy	Member	

### Copy to:

1. All the members of the committee



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GUDLAVALLERU - 521 356



# V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlalleru- 521 356.

Date: 12-02-2020

## MINUTES OF THE MEETING

Minutes of meeting of internal complaint committee with its constituted members was held on 11-02-2020 at 11.30 Am.

The chairperson had welcomed all the members of the Internal Complaint Committee (ICC).

- Previous minutes were discussed briefly by the coordinator
- The chairperson informed to the coordinator to display the list of committee members along with contact details.
- There were no observed cases regarding sexual harassment by the female students and women staff members of the college.
- Girl students reported washrooms cleaning problem due to high utilization. The committee members are advised to take required measures.

Since there was no other matter to discuss the meeting concluded with vote of thanks.



*Arjun*

**PRINCIPAL**

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# V. V. Institute of Pharmaceutical Sciences

Seshadri Rao Knowledge Village, Gudlalleru- 521 356.

The following members were present in the meeting

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	<i>A. Lakshmana Rao</i>
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	<i>Dr. Sk. Aminabee</i>
3	Ms. T. Prasanthi	Associate Professor	Member	<i>T. Prasanthi</i>
4	Ms. B. Satya Sree	Associate Professor	Member	<i>B. Satya Sree</i>
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	<i>V. L. Vinod Kumar</i>
6	Ms. A. Sai Datri	Assistant Professor	Member	<i>A. Sai Datri</i>
7	Mr. Md. Yaseen	Lab Assistant	Member	<i>Md. Yaseen</i>
8	Mr. S. Kiran Kumar	Lab Technician	Member	<i>S. Kiran Kumar</i>
9	Ms. G. Manasa	Student of IV B. Pharmacy	Member	<i>G. Manasa</i>
10	Mr. Ch. Joshi	Student of IV B. Pharmacy	Member	<i>Ch. Joshi</i>



*A. Lakshmana Rao*  
**PRINCIPAL**

v. v. Institute of  
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Seshadri Rao Knowledge Village  
GUDLALLERU - 521 356



# V. V. INSTITUTE OF PHARMACEUTICAL SCIENCES

Seshadri Rao Knowledge Village, GUDLAVALLERU - 521 356, Krishna District, A.P.  
(Approved by AICTE & PCI, New Delhi and Affiliated to JNTUK, Kakinada)

Sponsored by A.A.N.M. & V.V.R.S.R. Educational Society

Phone : 08674-274649, Fax : 08674-274441

E-mail : venkatadripharmacy@gmail.com, Website : www.vvipsgudlavalleru.ac.in

Date: 11-03-2019

## Circular

This is informed that all the members of Internal Complaint Committee members to attend the meeting in principal's chamber at 3.50 Pm on 12-03-2019.

### Points to be discussed:

1. Constitution of Internal Complaint Committee.
2. To discuss on complaints related to Internal Complaint Committee.
3. Any other matter related

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Mr. Md. Yaseen	Lab Assistant	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of III B.Pharmacy	Member	
10	Mr. Ch. Joshi	Student of III B.Pharmacy	Member	

### Copy to:

1. All the members of the committee



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Seshadri Rao Knowledge Village, Gudlavalleru- 521 356.

Date: 13-03-2019

## MINUTES OF THE MEETING

The minutes of the meeting of the Internal Complaint Committee, comprising its duly constituted members, was held on 12-03-2019 at 3.50 Pm.

The chairperson welcomed all the committee members of the ICC.

- Previous minutes were discussed briefly by the chair person.
- The committee members after discussion has recommended the following Points:
- To uphold the principle of maintaining the confidentiality of the complaint.
- Punitive measures in instances of recurrent conduct.
- Students requested for repairing of the sanitary napkin disposal machine. Chairperson advised the committee members to take necessary action.

Since there were no topics to discuss, the meeting was ended with a vote of thanks.



*[Handwritten Signature]*

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The following members were present in the meeting

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	<i>[Signature]</i>
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	<i>[Signature]</i>
3	Ms. T. Prasanthi	Associate Professor	Member	<i>[Signature]</i>
4	Ms. B. Satya Sree	Associate Professor	Member	<i>[Signature]</i>
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	<i>[Signature]</i>
6	Ms. A. Sai Datri	Assistant Professor	Member	<i>[Signature]</i>
7	Mr. Md. Yaseen	Lab Assistant	Member	<i>[Signature]</i>
8	Mr. S. Kiran Kumar	Lab Technician	Member	<i>[Signature]</i>
9	Ms. G. Manasa	Student of III B. Pharmacy	Member	<i>[Signature]</i>
10	Mr. Ch. Joshi	Student of III B. Pharmacy	Member	<i>[Signature]</i>



*[Signature]*  
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Date: 23-09-2019

## Circular

This is informed to all the members of Internal Complaint Committee members to attend the meeting in principal's chamber at 3.00 Pm on 24-09-2019.

### Points to be discussed:

1. To review on Internal Complaint Committee activities.
2. To discuss on complaints related to sexual harassment if any.
3. Any other matter related.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Mr. Md. Yaseen	Lab Assistant	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of IV B. Pharmacy	Member	
10	Mr. Ch. Joshi	Student of IV B. Pharmacy	Member	

### Copy to:

1. All the members of the committee



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Date: 25-09-2019

## MINUTES OF THE MEETING

The minutes of the meeting of the Internal Complaint Committee, comprising its duly constituted members, was held on 24-09-2019 at 3.00 Pm.


The chairperson extended a warm welcome to all the members of the Internal Complaint Committee (ICC).

- The committee discussed on points to create awareness on ICC among the staff and students of for the current academic year
- The committee members proposed the implementation of an orientation program on sexual harassment for student.
- College bus students coming late due to delay of college bus because of railway gates are requested to allow for first hour classes. Chairperson and committee members discussed for solving the problem.

There were no reported incidences of sexual harassment involving students and female staff members at the college.

As there were no other topics for discussion, the meeting was ended with a vote of thanks.



  
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The following members were present in the meeting

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Mr. Md. Yaseen	Lab Assistant	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of III B. Pharmacy	Member	
10	Mr. Ch. Joshi	Student of III B. Pharmacy	Member	



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Date: 27-09-2018

## Circular

This is informed to all the members of Internal Complaint Committee members to attend the meeting in principal's chamber at 3.50 Pm on 28-09-2018.

### Points to be discussed:


1. To review on ICC.
2. To discuss on complaints.
3. Any other Point.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Mr. Md. Yaseen	Lab Assistant	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of III B. Pharmacy	Member	
10	Mr. Ch. Joshi	Student of III B. Pharmacy	Member	

### Copy to:

1. All the members of the committee



  
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Date: 29-09-2018

## MINUTES OF THE MEETING

The minutes of the meeting of the Internal Complaint Committee, comprising its duly constituted members, was held on 28-09-2018 at 3.50 Pm.

The chairperson extended a warm welcome to all the members of the Internal Complaint Committee (ICC).

- The committee members of ICC discussed to create awareness on ICC among the staff and students of for the current academic year
- There were no reported cases of sexual harassment from students and female staff members.
- The committee members have put forth a proposal to introduce a student orientation session focused on sexual harassment.

There were no reported incidences of sexual harassment involving students and female staff members at the college.

As there were no other topics for discussion, the meeting was ended with a vote of thanks.



*A. Rao*  
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The following members were present in the meeting

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Mr. Md. Yaseen	Lab Assistant	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of III B. Pharmacy	Member	
10	Mr. Ch. Joshi	Student of III B. Pharmacy	Member	



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# V. V. Institute of Pharmaceutical Sciences

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Date: 27-09-2018

## RECONSTITUTION OF INTERNAL COMPLIANT COMMITTEE

As per the guidelines of JNTUK, Internal Complaint Committee was reconstituted with the following members by the head of the Institution.

S. NO	NAME	DESIGNATION	POSITION	SIGNATURE
1	Dr. A. Lakshmana Rao	Principal	Chair Person	
2	Dr. Sk. Aminabee	Associate Professor	Coordinator	
3	Ms. T. Prasanthi	Associate Professor	Member	
4	Ms. B. Satya Sree	Associate Professor	Member	
5	Mr. V. L. Vinod Kumar	Assistant Professor	Member	
6	Ms. A. Sai Datri	Assistant Professor	Member	
7	Mr. Md. Yaseen	Lab Assistant	Member	
8	Mr. S. Kiran Kumar	Lab Technician	Member	
9	Ms. G. Manasa	Student of III B. Pharmacy	Member	
10	Mr. Ch. Joshi	Student of III B. Pharmacy	Member	



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### Roles and Responsibilities:

- In order to reduce instances of discrimination and sexual harassment, it is crucial to promote gender equality among both the student body and faculty.
- In order to tackle cases of discrimination and sexual harassment against women, it is crucial to promptly implement measures that emphasize the provision of support services to victims and the end of such harassment.
- In order to ensure that all employees within the institution receive a thorough education, it is crucial to tackle the matter of sexual harassment in the workplace. This educational project seeks to increase knowledge of the adverse implications of such behavior, as well as the existing legal framework to address it. In addition, employees will receive information regarding the procedure for filing a complaint with the Internal Complaints Committee (ICC).
- To recommend appropriate disciplinary actions to the management for the person accountable



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