

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

PYDAH COP promotes and practices decentralization in all academic and administrative activities, It has various academic and administrative committees to monitor, plan and execute smooth functioning of the college.

### Administrative Decentralization:

The governing body of PYDAHCOP comprises industry experts, eminent educationists, the principal, and other faculty members. They are responsible for planning and policy development, overseeing the institutional budget, fostering academic and research growth, and coordinating extension activities. The Principal provides directives to all faculty members, instructing them to submit their requirements along with relevant quotations based on the syllabus needs and current industry trends. The acquisition of goods and services—including requisition preparation, fund approval, payments to suppliers, and follow-up inquiries—is managed through a decentralized system, ensuring streamlined processes and enhanced facilities.

### Academic Decentralization:

PYDAHCOP has nine distinct committees, each with well-defined functions that provide academic and administrative leadership to the institution. Among these is the Academic Council Committee, comprising administrative staff and faculty members. This committee is dedicated to the holistic development of the college and makes recommendations to enhance student facilities, improve campus life, and enrich students' overall experiences. Its key responsibilities include:

1. Reviewing and improving academic policies and practices.
2. Facilitating student-centric initiatives and programs.
3. Monitoring and supporting campus infrastructure development for better student engagement.
4. Enhancing co-curricular and extracurricular activities.
5. Addressing student feedback to ensure continuous improvement.

  
Principal

(Dr. T.K.V. Kesava Rao)

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# PYDAH COLLEGE OF PHARMACY

(Approved by PCI, AICTE and Affiliated to Andhra University, Visakhapatnam)

Yanam Road, PATAVALA, KAKINADA-533461, E.G.Dt

Telephone: 0884-2315344/45 Email id: princpharma@pydah.edu.in website: www.pydahpharmacy.edu.in



Education & Beyond

Date: 22/03/2024

## CIRCULAR

Alumni Association of Pydah College of pharmacy meeting is scheduled to be held on 27-03-2024 at 03:30 PM in Seminar Hall. All the members of AAPCP are requested to attend Meeting.

### **Agenda:**

1. The date of Alumni meet was fixed on 05/04/2024
2. To discuss about the various arrangements made by the committee for Alumni meet.

  
Principal

(Dr. T.K.V. Kesava Rao)

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Education & Beyond

Date: 27/03/2024

## Minutes of Alumni Association of Pydah College of Pharmacy

The meeting of Alumni Association of Pydah College of Pharmacy, Patavala was held on 27/03/24 with the following minutes.

### Minutes of Meeting

#### Resolution:

1. To overcome the gaps which were found in executing the last event.
2. The follow up of Alumni must be done properly.
3. The various committees to be constituted for smooth conduct of the event.
4. Invitation committee should be strong and take a follow up regularly and if required help them out to reach our campus on the day of event.
5. Food committee should check with the canteen people and finalize the count by 3rd April, 2024.
6. A hospitality committee to be constituted for the day of event.
7. Stage arrangements committee should check for all necessary things with script, decoration, activities and technical support.
8. Discipline committee should be active enough on the day of event.

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	M.Vineela	President	M. Vineela
2.	V.Abhinava Sri	Vice President	V. Abhinava Sri
3.	N.Pooja prameela	Secretary	N. Pooja Prameela
4.	Ch.Sri Bhanu	Joint Secretary	Ch. Sri Bhanu
5.	C.Prathima sowjanya	Treasurer	Prathima
6.	M.Nayana	Member	Nayana
7.	K.Satya Sai	Member	K. Satya Sai

  
Principal

(Dr. T.K.V. Kesava Rao)

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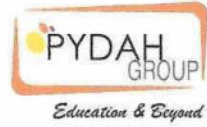
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Date: 08.02.2024

## CIRCULAR

This is to inform that the Anti-Ragging Committee meeting will be conducted on 09.02.2024 in Seminar Hall at 3.30 PM. All the committee members are requested to attend the meeting without fail.

### Agenda:

- To reiterate to the students that the ragging will not be tolerated on campus.
- To be vigilant and prevent ragging on campus.

S. No	Name of the Member	Designation	Role	Signature
1.	Dr. T.K.V. Kesava Rao	Principal	Chairperson	
2.	Dr. Ch. Prasad	Professor	Coordinator	
3.	D.Appala Raju	Associate Professor	Member	
4.	B.Sravana Sree	Associate Professor	Member	
5.	A.JANI NAGABABU 621159801003	Student of 3 <sup>rd</sup> B. Pharm	Member	
6.	D.PRAVALLIKA 621159801019	Student of 3 <sup>rd</sup> B. Pharm	Member	
7.	A. HAVILAH JOY 622159801002	Student of 2 <sup>nd</sup> B. Pharm	Member	
8.	MATTA JYOTHSNA 622159801052	Student of 2 <sup>nd</sup> B. Pharm	Member	

Principal  
(Dr. T.K.V. Kesava Rao)

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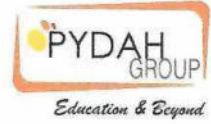
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## Minutes of Meeting

Date: 10.02.2024

On 09.02.2024 from 03:30 PM onwards a meeting of "Anti-Ragging Committee" was held at the Seminar hall to discuss ragging issues in the presence of the following members.

S. No	Name of the Member	Designation	Role	Signature
1.	Dr. T.K.V. Kesava Rao	Principal	Chairperson	
2.	Dr. Ch. Prasad	Professor	Coordinator	
3.	D.Appala Raju	Associate Professor	Member	
4.	B.Sravana Sree	Associate Professor	Member	
5.	A.JANI NAGABABU 621159801003	Student of 3 <sup>rd</sup> B. Pharm	Member	
6.	D.PRAVALLIKA 621159801019	Student of 3 <sup>rd</sup> B. Pharm	Member	
7.	A. HAVILAH JOY 622159801002	Student of 2 <sup>nd</sup> B. Pharm	Member	
8.	MATTA JYOTHSNA 622159801052	Student of 2 <sup>nd</sup> B. Pharm	Member	

1. Principal gave opening remark and explained the responsibility and functionality of the cell to the committee members.
2. Principal was asked to create awareness among the students and staff about Anti-Ragging Cell.
3. The summary of the discussion is given below.
  - No ragging complaints are received
  - To arrange for counseling on anti-ragging to senior students.
  - To display posters on Anti-ragging at prominent places.
  - Discussion about the formation of Anti-ragging committee for this academic year.

As there was no other matter to discuss,

The meeting was concluded with the vote of thanks by the coordinator.

Coordinator

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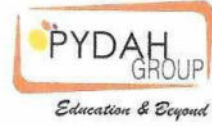
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Date: 26.03.2024

## CIRCULAR

Minutes of Meeting will be held on 27.03.2024 at 03.00 PM at principal chamber, Patavala, Kakinda-Yanam Road, Kakinada, to transact the following agenda.

### Meeting Agenda:

- To discuss about student problems.
- To discuss about organizing meeting at regular intervals with parents

A handwritten signature in green ink, appearing to read 'T.K.V. Kesava Rao', is written above the printed name of the principal.

Principal

(Dr. T.K.V. Kesava Rao)

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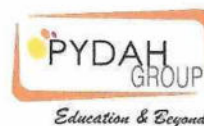
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Date: 28.03.2024

## Minutes of Meeting

Chairperson has addressed all the members gathered at principal chamber on 27.03.2024 at 03.00 pm regarding the newly constituted members for Grievances and Redressals Committee.

The Convener had delivered about the following objectives

1. Discussed in detail on student problems.
2. Discussed in detail on organizing meetings at intervals with parents

The following members had attended the meeting.

S.no	Name of the Member	Designation	Role	Signature
1	Dr. T.K.V. Kesava Rao	Principal	Chair Person	
2	Dr. Ch. Prasad	Professor	Coordinator	
3	Dr. S.V.U.M. Prasad	Professor	Member	
4	Dr.G.Mani Kumar	Professor	Member	
5	G. Nirmala Deva Kumari	Associate Professor	Member	
6	A.Venkateswara Rao	Associate Professor	Member	

Coordinator



Date: 25-09-2023

## Reconstitution of Internal Complaint Committee (ICC)

This is to inform that the college management has Constituted Internal Complaints Committee (ICC) as per the norms.

The following committee members have been formed as Internal Complaints Committee (ICC) in the college to provide for the effective enforcement of the basic human rights of gender equality, guarantee against sexual harassment & abuse and to provide conducive atmosphere in the campus to all the staff members, employees and students of Pydah College of pharmacy

S. No.	NAME	Designation	Role
1.	Dr. T.K.V. Kesava Rao	Principal	Chairperson
2.	A. Venkateswara rao	Associate Professor	Coordinator-1
3.	B.Sravana Sree	Associate Professor	Coordinator-2
4.	Dr. S.V.U.M. Prasad	Professor	Member
5.	Kamuju Satya Priyanka 620159801033	Student IV B. Pharm	Member
6.	G Vishnu Aditya Kumar 620159801025	Student IV B. Pharm	Member
7.	Ganti Veera Aswitha Sivani 621159801024	Student III B. Pharm	Member
8.	Gopi Padmavathi 621159801027	Student III B. Pharm	Member

### Functions and Responsibilities of the committee:

1. Internal Complaints Committee will examine all matters relating to women in the workplace and will make suggestions and proposals to the institute administration regarding such matters.
2. The committee will arrange programs on Women's Day and at other times as it is necessary. The Committee will report to the Principal.
3. The committee will follow relevant Acts and Rules of Government of India and Court Orders etc. as applicable from time to time.
4. To create awareness for the prevention or sexual harassment by promoting gender amity among staff, students and other employees.

  
Principal  
PRINCIPAL

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website: www.pydahpharmacy.edu.in



Date: 26-09-2023

## CIRCULAR

This is to inform that the **Internal Complaints Committee** meeting will be conducted on **27-09-2023** in seminar Hall at 03:00 PM. All the committee members are requested to attend the meeting.

S. No.	NAME	Designation	Role	Signature
1.	Dr. T.K.V. Kesava Rao	Principal	Chairperson	
2.	A. Venkateswara rao	Associate Professor	Coordinator-1	
3.	B. Sravana Sree	Associate Professor	Coordinator-2	
4.	Dr. S.V.U.M. Prasad	Professor	Member	
5.	Kamuju Satya Priyanka 620159801033	Student IV B. Pharm	Member	
6.	G Vishnu Aditya Kumar 620159801025	Student IV B. Pharm	Member	
7.	Ganti Veera Aswitha Sivani 621159801024	Student III B. Pharm	Member	
8.	Gopi Padmavathi 621159801027	Student III B. Pharm	Member	

Principal  
(Dr. T.K.V. Kesava Rao)

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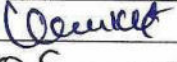
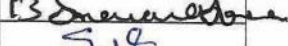
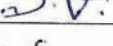
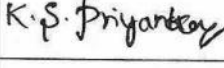

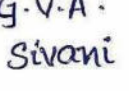
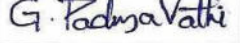
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## Internal Complaint Committee (ICC)

Date: 29-09-2023

### MINUTES OF THE MEETING

On 27-09-2023 from 3:00 PM onwards a meeting of "Internal Complaints Committee (ICC)" was held at the seminar hall to discuss Internal Complaints in the presence of the following members.

S. No.	NAME	Designation	Role	Signature
1.	Dr. T.K.V. Kesava Rao	Principal	Chairperson	
2.	A. Venkateswara rao	Associate Professor	Coordinator-1	
3.	B.Sravana Sree	Associate Professor	Coordinator-2	
4.	Dr. S.V.U.M. Prasad	Professor	Member	
5.	Kamuju Satya Priyanka 620159801033	Student IV B. Pharm	Member	
6.	G Vishnu Aditya Kumar 620159801025	Student IV B. Pharm	Member	
7.	Ganti Veera Aswitha Sivani 621159801024	Student III B. Pharm	Member	
8.	Gopi Padmavathi 621159801027	Student III B. Pharm	Member	

Principal gave opening remarks and explained the responsibility and functionality of the cell to the committee members.

#### Points discussed:

1. It is found that there is no complaint related to gender based violence and related to any other matter.
2. It is decided to meet as and when any complaint is reported. Otherwise the meeting will be conducted in the month of April 2024
3. As there was no other matter to discuss, the meeting was concluded with the vote of thanks by the Coordinator.

  
Coordinator

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Education & Beyond

DATE: 02-01-2024

## CIRCULAR

All the Library committee members are hereby informed that a meeting is scheduled on 04-01-2024 at 10:00 AM in principal office. All the members shall attend without fail.

### Agenda:

1. Procurement of new titles
2. Adding up of new volumes
3. Procurement of learning resources such as e-journals, e-learning material etc. for the upcoming academic year.
4. Any other points with the permission of the chair

S.No	Name	Designation	Designation in committee	Signature
1	Dr. T.K.V. Kesava Rao	Principal	Chairperson	
2	M. Rambabu	Librarian	Convener	
3	N.K.R Srinivas	Associate Professor	Member	
4	B.Sravana Sree	Associate Professor	Member	
5	Ujwala Rama Chandra Palivela	Assistant Professor	Member	

Principal

(Dr. T.K.V. Kesava Rao)

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Education & Beyond

**DATE: 05-01-2024**

## Minutes of Meeting

The details of the Minutes of Meeting of Library Committee held in principal office at 10:00 AM on Wednesday the 04-01-2024. The newly constitute members following were present.

### Meeting outcomes:

The following resolutions are taken by the committee

1. It is resolved to procure the e-journals, e-learning material required for the upcoming academic year as per the norms of PCI
2. Submit the annual report on the functioning of the library
3. The meeting is concluded with thanks to the chair

A handwritten signature in green ink, appearing to read "T.K.V. Kesava Rao", written over the printed name of the Principal.

**Principal**

**(Dr. T.K.V. Kesava Rao)**

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Date: 01.02.2024

## CIRCULAR

All the committee members are hereby informed that, Research and Development Cell is going to conduct the meeting on 02-02-2024, Friday at 2:30 PM in seminar hall. Hence all the members request to attend the meeting without fail.

### Agenda:

- 1 To conduct FDP Program
- 2 To develop research oriented activities.
- 3 Any other important notice by chair.

*T.K.V. Kesava Rao*  
Principal

(Dr. T.K.V. Kesava Rao)

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Education & Beyond

Date: 05.02.2024

## Minutes of Meeting

Meeting of Research and Development Cell held on 02.02.2024, Friday 2:30 PM at seminar hall.

S.no	Name of the Member	Designation	Role	Sign
1	Dr. T.K.V. Kesava Rao	Principal	Chair Person	
2	Dr.Ch.Prasad	Professor	Coordinator	
3	Dr G Mani kumar	Professor	Member	
4	Yedukondalu T	Associate Professor	Member	
5	A Venkateswara rao	Associate Professor	Member	

### Meeting Outcomes:

1. Committee members delivered the details about list of faculty publications, workshops and FDPs attended by the faculty.
2. Chairperson encouraged to write the research related project works
3. Planned to conduct FDP program on adaption of AI to Industry

Principal

(Dr. T.K.V. Kesava Rao)

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Date: 15-03-2024.

## CIRCULAR

This is to inform all the Staff members that TPO is going to conduct a meeting on 16-03-2024 on Thursday at 3:00 P.M. in Training & Placement Office. All the committee members must attend the meeting without fail.

### Agenda:

1. Planning of companies to conduct recruitment drives for the academic year 23-24
2. Training to final year students to face the interviews

S.No.	Name Of The Faculty	Designation	Position in the committee	Sign
1.	Dr. T.K.V. Kesava Rao	Principal	Coordinator	
2.	Ms. Madireddi Suma	Associate professor	T & P Incharge	
3.	A. Venkateswara rao	Associate Professor	Member	
4.	P.Ujwala Rama Chandra	Assistant Professor	Member	

Principal

(Dr. T.K.V. Kesava Rao)

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Date: 16-03-2024

## PLACEMENTS COMMITTEE MINUTES

Minutes of Meeting of Training & Placement Cell held on 16-03-2024 at 3:00 PM in the Principal Chamber.

### **Points Discussed:**

1. Principal extended warm welcome to all the members present in the meeting. TPO Discussed about the upcoming companies for the final year students.
2. TPO planned the schedule for training to face the interviews for recruitment.
3. Motivational classes also are planned to final year students.



Principal

(Dr. T.K.V. Kesava Rao)

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