



# VIGNAN INSTITUTE OF PHARMACEUTICAL TECHNOLOGY

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An ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution

Beside VSEZ, Kapujaggaraju peta Duvvada, Visakhapatnam-530049. A.P

Phone 0891-2511222/2589777, Fax: 0891-2752333: email: [viptvizag@gmail.com](mailto:viptvizag@gmail.com)

VIPT/PO/CIR/ICC/2021-22/001

Date: 20.01.2022

## CIRCULAR

This is to inform Internal Complaint Cell members to attend a meeting on 21.01.2022 to discuss about the plan of action for the academic year. All the members of ICC are hereby informed to attend the meeting.

Venue: Principal's Cabin

### Agenda:

1. Provide the Handbook on "Sexual Harassment of Women at Workplace".
2. Placing a complaint drop box in the office premises.
3. Discuss on any complaints under consideration of ICC.



*27.1.2022*  
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*27.1.2022*  
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## PROCEEDINGS OF THE PRINCIPAL

F.No:VIPT/PO/ICC/2021-22

Date: 03.01.2022

Sub: VIPT- Re-Constitution& Composition of ICC – Reg.

### INTERNAL COMPLAINT CELL

ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The College has a zero-tolerance policy towards any such transgression. The college is committed in providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.

S.No.	Name of The Staff	Designation
1	Dr. S. Satya Lakshmi Associate Professor	Chairman
2	Dr.M.Saritha Professor	Member
3	Dr. P.V. Kamala Kumari Professor	Member
4	Mr. M. Vinod Kumar Assistant Professor	Member
5	Mr. S. Praveen Lab Technician	Member
6	Ms.Bala Chandrika S 19AC1R0068	Student Member
7	Ms. K.V.Swetha 19AC1T0017	Student Member
8	Ms. N.Sirisha 20AC1R0080	Student Member
9	Ms.V. Kavya 21AC1R0016	Student Member

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*Praveen*  
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*Praveen*  
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VIPT/GRC/MoM/2021-22/001

Date: 14.06.2022

## Minutes of Meeting

### Agenda:

1. Action plan for the grievances reported through offline or online mode.
2. Proposal for Early Opening of library.
3. Repairing of broken Dustbin lids in washrooms.

### Resolutions:

1. Resolve grievances reported in the campus in the shortest possible time.
2. To check all academic and non academic issues in the college before complaint arises.

### Members attended:

S.No.	Name of The Staff	Designation	Signature
1	Dr. Y.Srinivasa Rao Professor & Principal	Chairman	
2	Dr.P.V. Kamala Kumari Professor	Member	
3	Mr. K.Varaprasada Rao Associate Professor	Member	
4	Mrs.V. Jhansi Lakshmi Assistant Professor	Member	
5	Dhuvvana TejaSree 19AC1T0008	Student member	



*Y. Srinivasa Rao*  
PRINCIPAL  
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VIPT/PO/CIR/ICC/2020-21/001

Date: 04.02.2021

## CIRCULAR

This is to inform Internal Complaint Cell members to attend a meeting on 8.02.2021 to discuss about the plan of action for the academic year. All the members of ICC are hereby informed to attend the meeting.

Venue: Principal's Cabin

### Agenda:

1. Discuss any issues related to women empowerment and sexual harassment.
2. Discuss with women employees on general issues involving challenges faced by them at workplace.
3. Report on cases relating Sexual harassment for the academic year 2020-21.



*Y. Ramesh*  
04/02/21  
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*Y. Ramesh*  
PRINCIPAL  
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## PROCEEDINGS OF THE PRINCIPAL

F.No:VIPT/PO/ICC/2020-21

Date: 18.01.2021

Sub: VIPT- Re-Constitution & Composition of ICC – Reg.

### INTERNAL COMPLAINT CELL

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2	Dr.M.Saritha Professor	Member
3	Dr. P.V. Kamala Kumari Professor	Member
4	Mr. M. Vinod Kumar Assistant Professor	Member
5	Mr. S. Praveen Lab Technician	Member
6	Ms.Malathi Mycharla 18AC1R0043	Student Member
7	Ms. B. Haritha Sai Vidhya 18AC1T0003	Student Member
8	Ms. Bala Chandrika S 19AC1R0068	Student Member
9	Ms. N.Sirisha 20AC1R0080	Student Member

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*Praveen*  
18/01/21  
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VIPT/GRC/MoM/2021-22/002

Date: 29.11.2021

## Minutes of Meeting

### Agenda:

1. Action plan for the grievances reported through offline or online mode.
2. Projector screen damage.
3. Proposal for early opening of library.
4. Repairing of broken dustbin lids in washrooms.

### Resolutions:

1. Resolve grievances reported in the campus in the shortest possible time.
2. To repair projector screen immediately.
3. Early opening of library is rejected as library is opening till evening
4. To replace broken dustbins with new ones.

### Members attended:

S.No.	Name of The Staff	Designation	Signature
1	Dr. Y.Srinivasa Rao Professor & Principal	Chairman	
2	Dr.P.V. Kamala Kumari Professor	Member	
3	Mr. K. Varaprasada Rao Associate Professor	Member	
4	Mrs.V. Jhansi Lakshmi Assistant Professor	Member	
5	Dhuvvana Teja Sree 19ACIT0008	Student member	



*Y. Srinivasa*  
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VIPT/PO/CIR/ICC/2019-20/001

Date: 23.01.2020

## CIRCULAR

The Internal Complaint Cell meeting for the academic year 2019-20 has been planned to conduct on 24.01.2020 to discuss about the plan of action. All the members of ICC are hereby informed to attend the meeting.

Venue: Principal's Cabin

### Agenda:

1. Review on previous meeting proposals and action taken.
2. Display penal provisions of sexual harassment.



*f. sivaiah*  
23/01/20  
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*f. sivaiah*  
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## PROCEEDINGS OF THE PRINCIPAL

F.No:VIPT/PO/ICC/2019-20

Date: 04.01.2020

Sub: VIPT- Constitution & Composition of ICC- Reg.

### INTERNAL COMPLAINT CELL

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2	Dr.M.Saritha Professor	Member
3	Dr. P.V. Kamala Kumari Professor	Member
4	Mr. M. Vinod Kumar Assistant Professor	Member
5	Mr. S. Praveen Lab Technician	Member
6	Ms. Meenal Patel 17AC1R0053	Student Member
7	Ms. T. Sujatha 17AC1T0026	Student Member
8	Ms.Malathi Mycharla 18AC1R0043	Student Member
9	Ms.Bala Chandrika S 19AC1R0068	Student Member

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*4/1/20*  
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*4/1/20*  
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VIPT/GRC/MoM/2020-21/001

Date: 29.06.2020

## Minutes of Meeting

### Agenda:

1. Timely refilling of Sanitizers in the washrooms
2. Proper maintenance of girls wash rooms.

### Resolutions:

1. For Timely refilling of Sanitizers in the washrooms.
2. To maintain girls wash rooms regularly.

### Members attended:

S.No.	Name of The Staff	Designation	Signature
1	Dr. Y.Srinivasa Rao Professor & Principal	Chairman	
2	Dr.P.V. Kamala Kumari Professor	Member	
3	Mr. K.Varaprasada Rao Associate Professor	Member	
4	Mrs.V. Jhansi Lakshmi Assistant Professor	Member	
5	Dhuvvana TejaSree 19AC1T0008	Student member	



*Y. Srinivasa Rao*  
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VIPT/GRC/MoM/2020-21/002

Date: 21.12.2020

## Minutes of Meeting

### Agenda:

1. Renovations of washrooms.
2. Proposal for cooling water unit in summer.

### Resolutions:

1. To renovate washrooms immediately.
2. To install cooling water unit in the campus.

### Members attended:

S.No.	Name of The Staff	Designation	Signature
1	Dr. Y.Srinivasa Rao Professor & Principal	Chairman	
2	Dr.P.V. Kamala Kumari Professor	Member	
3	Mr. K.Varaprasada Rao Associate Professor	Member	
4	Mrs.V. Jhansi Lakshmi Assistant Professor	Member	
5	Dhuvvana TejaSree 19AC1T0008	Student member	



*Y. Srinivasa Rao*  
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VIPT/PO/CIR/ICC/2018-19/001

Date: 11.02.2019

## CIRCULAR

The Internal Complaint Cell meeting for the academic year 2018-19 has been planned to conduct on 13.02.2019 to discuss about the plan of. All the members of ICC are hereby informed to attend the meeting.

Venue: Principal's Cabin

### Agenda:

1. Sensitizing students on sexual harassment and related issues.
2. Assistance to the complainants if required to file a complaint.



*27. Subbarao*  
11/02/19  
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*27. Subbarao*  
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## PROCEEDINGS OF THE PRINCIPAL

F.No:VIPT/PO/ICC/2018-19

Date: 22.01.2019

Sub: VIPT- Re Constitution & Composition of ICC- Reg.

### INTERNAL COMPLAINT CELL

ICC meets on a need basis to address any complaints from students, teaching and nonteaching members and takes necessary action. The College has a zero-tolerance policy towards any such transgression. The college is committed in providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.

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2	Dr.M.Saritha Professor	Member
3	Dr. P.V. Kamala Kumari Professor	Member
4	Dr.P.Chiranjeevi Associate Professor	Member
5	Mr. J. Raju Lab Technician	Member
6	Ms. R.Bhavya 16AC1R0064	Student Member
7	Ms. K.Bindu Pavani 16AC1T0012	Student Member
8	Ms. Meenal Patel 17AC1R0053	Student Member
9	Ms. Malathi Mycharla 18AC1R0043	Student Member

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VIPT/GRC/MoM/2019-20/001

Date: 23.06.2019

## Minutes of Meeting

### Agenda:

1. Action taken on previous minutes of meeting.
2. Installation of projectors in the class rooms.
3. Requirement of Additional Competitive Books and Magazines.

### Resolutions:

1. Resolve grievances reported in the campus in the shortest possible time.
2. To extend the Library timings up to 5:30PM, for the ease of accessing material.
3. To add additional projectors in the class rooms.
4. To add extra competitive books and magazines in the library.

### Members attended:

S.No.	Name of The Staff	Designation	Signature
1	Dr. Y.Srinivasa Rao Professor & Principal	Chairman	
2	Dr.P.V. Kamala Kumari Professor	Member	
3	Mr. K.Varaprasada Rao Associate Professor	Member	
4	Mrs. A.Swathi Annapurna Assistant Professor	Member	
5	Naveti Madhuri 16AC1S0310	Student member	



*Y. Srinivasa Rao*  
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VIPT/GRC/MoM/2019-20/002

Date: 26.12.2019

## Minutes of Meeting

### Agenda:

1. Action taken on previous minutes of meeting.
2. Proposal for Mineral water.
3. Request for Ambulance facility in the campus.
4. Library timings extension upto 5:30 PM.

### Resolutions:

1. To resolve grievances reported in the campus in the shortest possible time.
2. To install a mineral water plant in campus for the supply of adequate free mineral water.
3. To arrange an ambulance with first aid equipment in the campus.

### Members attended:

S.No.	Name of The Staff	Designation	Signature
1	Dr. Y.Srinivasa Rao Professor & Principal	Chairman	
2	Dr.P.V. Kamala Kumari Professor	Member	
3	Mr. K.Varaprasada Rao Associate Professor	Member	
4	Mrs.A.Swathi Annapurna Assistant Professor	Member	
5	Naveti Madhuri 16AC1S0310	Student member	



*4/12/19*  
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VIPT/PO/CIR/ICC/2017-18/001

Date: 05.02.2018

## CIRCULAR

The Internal Complaint Cell meeting for the academic year 2017-18 has been planned to conduct on 07.02.2018 to discuss about the plan of action for the academic year 2017-18.

Venue: Principal's Cabin

### Agenda:

1. Action plan for efficient running of the ICC.
2. Selection of student representatives for the academic year 2017-18.



*Dr. Suresh*  
05/02/18  
PRINCIPAL

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*Dr. Suresh*  
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## PROCEEDINGS OF THE PRINCIPAL

F.No:VIPT/PO/ICC/2017-18

Date: 29.01.2018

Sub: VIPT- Re-Constitution& Composition of ICC Reg.

### INTERNAL COMPLAINT CELL

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4	Dr.P.Chiranjeevi Associate Professor	Member
5	Mr.J.Raju Lab Technician	Member
6	Ms. R.Syamala 15AC1R0067	Student Member
7	Ms. B.Meenakshi 15AC1T0006	Student Member
8	Ms.R.Bhavaya 16AC1R0064	Student Member
9	Ms.Meenal Patel 17AC1R0053	Student Member

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*4.2.2018*  
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*29/01/18*  
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# VIGNAN INSTITUTE OF PHARMACEUTICAL TECHNOLOGY

[www.vignanpharma.com](http://www.vignanpharma.com) (Approved by AICTE, PCI New Delhi & Affiliated to JNTUK) Estd.2006  
An ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution  
Beside VSEZ, Kapujaggaraju peta Duvvada, Visakhapatnam-530049, A.P  
Phone 0891-2511222/2589777, Fax: 0891-2752333; email: [viptvizag@gmail.com](mailto:viptvizag@gmail.com)

VIPT/GRC/MoM/2018-19/001

Date: 20.06.2018

## Minutes of Meeting

### Agenda:

1. Action plan for the grievances reported through offline or online mode.
2. Better washroom and common room facility.
3. Better internet and Computing facilities.

### Resolutions:

1. To resolve the grievances reported in the campus in shortest possible time.
2. To monitor all the washrooms and common rooms with well monitoring mechanism.
3. To install high speed LAN facility and appoint an IT professional.

### Members attended:

S.No.	Name of The Staff	Designation	Signature
1	Dr. Y. Srinivasa Rao Professor & Principal	Chairman	
2	Dr.P.V. Kamala Kumari Professor	Member	
3	Mr. K. Varaprasada Rao Assistant Professor	Member	
4	Mrs. A. Swathi Annapurna Asst. Professor	Member	
5	Naveti Madhuri 16AC1S0310	Student member	



*Swathi*  
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VIPT/GRC/MoM/2017-18/001

Date: 27.06.2017

## Minutes of Meeting

### Agenda:

1. Action plan for the grievances reported through offline or online mode.
2. Additional journal and reading material.
3. To increase more number of laboratory instruments and equipments.

### Resolutions:

1. Resolve grievances reported in the campus in the shortest possible time.
2. The members of the committee decided to subscribe to additional journals and other reading materials as per the requirement.
3. The Institute decided to procure additional PH meters, weighing balances & instruments as per the requirement.

### Members attended:

S.No.	Name of The Staff	Designation	Signature
1	Dr. Y. Srinivasa Rao Professor & Principal	Chairman	
2	Dr.P.V. Kamala Kumari Professor	Member	
3	Mr. K. Varaprasada Rao Asst. Professor	Member	
4	Mrs. A. Swathi Annapurna Asst. Professor	Member	
5	Naveti Madhuri 16AC1S0310	Student member	



*Dr. Srinivasa Rao*  
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VIPT/GRC/MoM/2017-18/002

Date: 28.12.2017

## Minutes of Meeting

### Agenda:

1. Action taken on previous minutes of meeting.
2. Requirement for the additional text and reference books.

### Resolutions:

1. Resolve grievances reported in the campus in the shortest possible time.
2. More number of text and reference books needs to be added to library collection.

### Members attended:

S.No.	Name of The Staff	Designation	Signature
1	Dr. Y. Srinivasa Rao Professor & Principal	Chairman	
2	Dr. P.V. Kamala Kumari Professor	Member	
3	Mr. K. Varaprasada Rao Asst. Professor	Member	
4	Mrs. A. Swathi Annapurna Asst. Professor	Member	
5	Naveti Madhuri 16AC1S0310	Student member	



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