



# SREE DATTHA INSTITUTE OF PHARMACY

(Approved by AICTE & PCI, New Delhi, Affiliated to JNTU, Hyderabad)

Sagar Road, Sheriguda, Ibrahimpatnam, R.R. Dist.-501510

Ph.:08414-202206, 320919, 9393808082

www.sreedattha.org, E-mail: principalsdip@sreedattha.ac.in

College Code: SDIP

## MINUTES OF MEETING

Date: 2-july-2014

The Meeting was convened on 2-july-2014 in the presence of Maintenance committee members.

- The following points were discussed which need to implement during this semester of the academic session.
- The committee has appointed lab in charges and decided to purchase chemicals, glassware which are pertaining to the laboratory requirements.
- The committee has decided to installation of e-journals in library and advice the librarian to the cross check the online entries being maintained regularly.
- Maximum use of library resources.
- The committee had decided about the purchasing of the cricket kits, Badminton bats and nets.
- The committee formally approved the student computer requirement charge document.
- The committees cross checked the walls ceiling fans are in good conditions are not.
- They cross checked the doors, windows lights fitting fixture and safety measures at labs.

### Committee Members

Dr. D. Satya vathi Principal

Dr. Pratap Kumar Patra

K.Venkata Ramana Reddy

Dr. D. Sneha

M. Vishnu Vardhan Reddy

### Signature

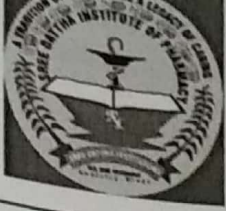
D. Satya

Pratap

K.Venkata

Sneha

M. Vishnu



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## MINUTES OF MEETING

Date: 6-january -2015

The Meeting was held on 6-january -2015 in the presence of Maintenance committee members.

- The following points were discussed which need to implement during this semester of the academic session.
- Maximum use of reading books like magazines, journals ,newspapers, book marks, carrier corners etc.
- Discussed about provisions for more book shelves ,and more books to be added to the library.
- The committee has decided to installation of e-journals in library and advice the librarian to the cross check the online entries being maintained regularly.
- Maximum use of library resources.
- The committee cross checked the glassware, equipments ,chemical records and cross checked about the expired date of chemicals.
- They cross checked the doors , windows lights fitting fixture and safety measures at labs.

### Committee Members

Dr. D. Satya vathi      Principal

Dr. Pratap Kumar Patra

Dr. D. Sneha

M. Vishnu Vardhan Reddy

P.V.Srinivas

### Signature

*D. Satya vathi*

*Pratap Kumar Patra*

*Dr. D. Sneha*

*M. Vishnu Vardhan Reddy*

*P.V.Srinivas*



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## MINUTES OF MEETING

Date: 10-july-2015

The Meeting was convened on 10-july-2015 in the presence of Maintenance committee members.

The following points were discussed

- The committee decided that intimation regarding receipt of books recommended by faculty should be informed to the concerned faculty or HOD ..
- Maximum use of library resources.
- The committee had decided to add more books to the and cross checked the online entries being maintained regularly.
- The committee formally approved the student computer requirement charge document.
- The committee cross checked the walls ceiling fans are n good conditions are not.
- They cross checked the doors , windows lights fitting fixture and safety measures at labs.
- Discussed about purchasing of new footballs, teni coits and Badminton nets ,bats and cocks ,Cricket bats and gloves.

### Committee Members

Dr. S.A. Sreenivas      Principal

Dr. Pratap Kumar Patra

Mary Ratna Anitha

B. Mamatha

P.V Srinivas

### Signature



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## MINUTES OF MEETING

Date: 9-jan-2016

The Meeting was convened on 9-jan-2016 in the presence of Maintenance committee members.

The following points were discussed

- The committee decided that intimation regarding receipt of books recommended by faculty should be informed to the concerned faculty or HOD ..
- Maximum use of library resources.
- The committee had decided to add more books to the and cross checked the online entries being maintained regularly.
- The committee formally approved the student computer requirement charge document.
- The committee cross checked the walls ceiling fans are n good conditions are not.
- They cross checked the doors , windows lights fitting fixture and safety measures at labs.
- Discussed about purchasing of new footballs, teni coits and Badminton nets ,bats and cocks ,Cricket bats and gloves.

### Committee Members

Dr. S.A. Sreenivas      Principal

Dr. Pratap Kumar Patra

Mary Ratna Anitha

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## MINUTES OF MEETING

Date: 9-Aug-2016

The Meeting was held on 9-Aug-2016 in the presence of Maintenance committee members.

The following points were discussed which need to implement during this semester of the academic session.

- The committee has appointed lab in charges and decided to purchase chemicals, glassware which are pertaining to the laboratory requirements.
- The committee checked the furniture, doors, walls and ceiling conditions class room. Discussed about resources and lights in class room.
- Maximum use of library resources.
- The committee formally approved the student computer requirement charge document.
- The committee discussed about intimation regarding receipt of books recommended by faculty should be informed to the concerned head of the department.
- Discussed about purchasing of new footballs, tenicoits and Badminton nets, bats and cocks, Cricket bats and gloves.

### Committee Members

Dr. S.A. Sreenivas      Principal

Dr. Pratap Kumar Patra

Mary Ratna Anitha

Dr. Shiv Kumar

B. Mamatha

### Signature



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## MINUTES OF MEETING

Date: 28-DEC -2016

The Meeting was held on 28-DEC -2016 in the presence of Maintenance committee members.

The following points were discussed about

- The committee decided to provide more corners in library more books added to the library.
- Maximum use of reading materials in the library like magazines, journals ,newspapers, book marks, carrier corners etc.
- The committee had decided to add more books to the and cross checked the online entries being maintained regularly.
- The committee formally approved the student computer requirement charge document and cross checked the conditions of systems n the computer lab.
- The committee cross checked the walls ceiling fans are n good conditions are not.
- They cross checked the doors , windows lights fitting fixture and safety measures at labs.
- Discussed about to cross checked the store rooms ,chemicals expire date, equipment working

### Committee Members

Dr. S.A. Sreenivas      Principal

Dr. Pratap Kumar Patra

Mary Ratna Anitha

Dr. Shiv kumar

P.V Srinivas

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## MINUTES OF MEETING

Date: 4-JAN-2017

The Meeting was held on 4-JAN-2017 in the presence of Maintenance committee members.

The following points were discussed which need to implement during this semester of the academic session.

- The committee has appointed lab in charges and decided to purchase chemicals, glassware which are pertaining to the laboratory requirements.
- The committee has decided to installation of e-journals in library and advice the librarian to the cross check the online entries being maintained regularly.
- Maximum use of library resources.
- The committee formally approved the student computer requirement charge document.
- The committee cross checked the walls ,benches ceiling safe are in good condition or not .
- Discussed about purchasing of new footballs, tenicoits and Badminton nets ,bats and cocks ,Cricket bats and gloves.

### Committee Members

Dr. S.A. Sreenivas      Principal

Dr. Pratap Kumar Patra

Mary Ratna Anitha

Dr. Shiv Kumar

B . Mamatha

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## MINUTES OF MEETING

Date: 30-JULY-2017

The Meeting was held on 30-JULY-2017 in the presence of Maintenance committee members.

The following points were discussed which need to implement during this semester of the academic session.

- Maximum use of library resources and reading materials in the library like magazines, journals, news paper, books, newsletter etc
- Updating various corners of library like references books, book mark collage, carrier corner etc
- The committee cross checked the computer lab whether the computers is working properly are not.
- The committee formally checkrooms hygienic condition the class and steps and stairs conditions.
- Discussed about the adjustment of sports hours and maintaining of kits and other sports material, purchasing of new footballs, tenicoits and Badminton nets, bats and cocks, Cricket bats and gloves.

### Committee Members

Dr. S.A. Sreenivas      Principal

Dr. Pratap Kumar Patra

Mary Ratna Anitha

Dr. Shiv Kumar

B. Mamatha

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## MINUTES OF MEETING

Date: 3-JAN-2018

The Meeting was convened on 3-JAN-2018 in the presence of Maintenance committee members.

The following points were discussed which need to implement during this semester of the academic session.

- Replacement of new computers in the computer lab. Discussed about software installation.
- Discussed about the adjustment of sports hours and maintaining of kits and other sports material.
- Discussed about the provisions for more book shelves and more books to be added to the library, updating various corners of library with journals, articles, carrier corners etc.
- Replacement of new lights and fans in the class rooms, cross checked the class room doors and windows.
- The committee cross checked the computer lab whether the computers are working properly or not.
- The committee formally checked rooms hygienic condition the class and steps and stairs conditions.

### Committee Members

Dr. S.A. Sreenivas      Principal

Dr. Pratap Kumar Patra

Mary Ratna Anitha

Dr. Shiv Kumar

D.Vishwanath

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## MINUTES OF MEETING

Date: 3-AUG -2018

The Meeting was convened on 3-AUG -2018 in the presence of Maintenance committee members.

The following points were discussed which need to implement during this semester of the academic session.

- Maximum use of library resources, advice the librarian to check the online entries being maintain regularly
- Discussed about purchasing of new equipment which is required ,and chemicals and glassware.
- Discussed about the intimation of receipt of books recommended by faculty should be informed to the HOD.
- Replacement of new lights and fans n the class rooms, cross checked the class room doors and windows.
- The committee cross checked the restrooms and its maintenance .
- The committee discussed about regarding adjustment of sports hour n the time table n the purchasing of cricket kits..

### Committee Members

Dr. S.A. Sreenivas      Principal

Dr. Pratap Kumar Patra

Mary Ratna Anitha

Dr. Shiv Kumar

D. Vishwanath

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## MINUTES OF MEETING

Date: 28-JAN -2019

The Meeting was convened on 28-JAN -2019 in the presence of Maintenance committee members.

The following points were discussed which need to implement during this semester of the academic session.

- Discussed about provision for more book shelves and more books to be added to the library .
- Discussed about the maximum use of library resources.
- Discussion on purchasing and installation of Ex-Pharmacology soft ware.
- The committee cross checked the computer lab whether the computers is working properly are not.
- The committee cross checked the fans ,lights ,doors and windows at class rooms
- The committee discussed about regarding adjustment of sports hour n the time table in the purchasing of cricket kits..

### Committee Members

Dr. S.A. Sreenivas      Principal

Dr. Pratap Kumar Patra

Mary Ratna Anitha

Dr. Shiv Kumar

D. Vishwanath

### Signature