

**WOMEN EMPOWERMENT
GRIEVANCE REDRESSAL
COMMITTEE
2022-23**



RATNAM INSTITUTE OF PHARMACY

(Approved by A.I.C.T.E. & P.C.I., New Delhi, Govt. of A.P., Affiliated to J.N.T. University, Anantapur.
Recognized u/s 2(f) of the UGC Act 1956, New Delhi)

An ISO 9001:2015 certified Institution

Date: 04/08/2022

CIRCULAR

This is to inform the staff and class Incharges that a meeting will be held for the constitution of the Women's Grievance Redressal Committee for Ratnam Institute of Pharmacy. All the staff and students are hereby requested to attend the meeting without fail.

Date: 08/08/2022

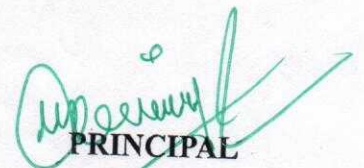
Venue: Principal Chamber

Time: 4:00 PM

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Women's Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.




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RATNAM INSTITUTE OF PHARMACY
Pidathapolur, Nellore Dt. - 524 346.

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.



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Women's Grievance Redressal Committee

- Women's Grievance Redressal Cell is meant to safeguard and promote wellbeing & a healthy working environment for women's staff (teaching and non-teaching) and girl students of Ratnam Institute of Pharmacy. It also safeguards & protects the women's right to work in the institution for the smooth conduction of academic activities as well as the institution. It works towards building a gender-sensitized environment at our institute. It also organizes workshops and awareness programmes at regular intervals towards building a gender-neutral workplace.

Roles & Responsibilities:

- To investigate reported cases of students as well as teaching and non teaching staff if any, and submit its report to the disciplinary authority recommending action to be taken.
- The Cell will deal with the cases / complaints of sexual annoyance and any other type of harassment/requirement of the female students, teaching and non-teaching women staff of the college.
- The Cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- The Cell may form / review the guidelines / policy for Women's redressal of the grievance as required from time to time.
- To conduct meetings whenever required and discuss relevant issues, in consultation with the Principal & Management seeking for approval.

Your Grievance must reach within a week from the date of incident, containing the following:

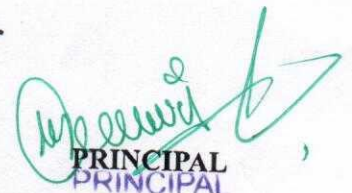
- Your name, address, and telephone number;
- A short description of the event/problem that you want to address

Procedure for Lodging Complaint:

- The students and staff may feel free to put up a grievance in writing/or Email to the respective committee incharge.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

★ The meeting was concluded as there were no grievances reported till date.




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Minutes of Meeting

A meeting is held in the principal chamber on 08/08/2022 at 4:00 PM to discuss the following points:

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Women's Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.

Constitution of Women's Grievance Redressal Committee

The Women's Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr. S. Angala Parameswari	HOD	Chairperson
2	Dr. M. Sreenivasulu	Principal	Vice- Chairperson
3	Sri. A. Sudhakar Naidu	Administrative Officer	Member
4	Mrs. P. Prabhavati	Class Incharge	Member
5	Mrs. P. Revati	Class Incharge	Member
6	Mrs. E. Rajani	Class Incharge	Member
7	Ms. P. Magrat Retchel	Class Incharge	Member
8	Mrs. Meherunnisa	Class Incharge	Member
9	G. Sree Lekha	Student B.Ph	Student Representative
10	K. Vareesha	Student B.Ph	Student Representative
11	K. Renuka	Student Pharm D	Student Representative
12	R. Yamuna	Student Pharm D	Student Representative

**WOMEN EMPOWERMENT
GRIEVANCE REDRESSAL
COMMITTEE
2021-22**



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Date: 01/11/2021

CIRCULAR

This is to inform the staff and class Incharges that a meeting will be held for the constitution of the Women's Grievance Redressal Committee for Ratnam Institute of Pharmacy. All the staff and students are hereby requested to attend the meeting without fail.

Date: 05/11/2021

Venue: Principal Chamber

Time: 3:30 PM

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Women's Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.

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Roles & Responsibilities:

- To investigate reported cases of students as well as teaching and non-teaching staff if any, and submit its report to the disciplinary authority recommending action to be taken.
- The Cell will deal with the cases / complaints of sexual annoyance and any other type of harassment/requirement of the female students, teaching and non-teaching women staff of the college.
- The Cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- The Cell may form / review the guidelines / policy for Women's redressal of the grievance as required from time to time.
- To conduct meetings whenever required and discuss relevant issues, in consultation with the Principal & Management seeking for approval.

Your Grievance must reach within a week from the date of incident, containing the following:


- Your name, address, and telephone number;
- A short description of the event/problem that you want to address

Procedure for Lodging Complaint:

- The students & staff may feel free to put up a grievance in writing/or Email to the respective committee incharge.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

★ The meeting was concluded as there were no grievances reported till date.




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Minutes of Meeting

A meeting is held in the principal chamber on 05/11/2021 at 3:30 PM to discuss the following points:

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Women's Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.

Constitution of Women's Grievance Redressal Committee

The Women's Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Mrs. E. Rajani	Associate Professor	Chairperson
2	Dr. M. Gobinath	Principal	Vice- Chairperson
3	Sri. A. Sudhakar Naidu	Administrative Officer	Member
4	Ms. K. Pravallika	Class Incharge	Member
5	Ms. P. Lalitha	Class Incharge	Member
6	Mrs. S. Naga Bharati	Class Incharge	Member
7	Ms. M. Sailekya	Class Incharge	Member
8	Ms. K Sravanthi	Class Incharge	Member
9	G. Hima Sree	Student B.Ph	Student Representative
10	M. Usha	Student B.Ph	Student Representative
11	P. Harika	Student Pharm D	Student Representative
12	I. Swetha	Student Pharm D	Student Representative

Rajani
Gobinath
K. Sai
K. pravallika
Lalitha
Mrs. S. Naga Bharati
M. Sailekya
Sravanthi
Hima sree
usha
Harika
Swetha



**WOMEN EMPOWERMENT
GRIEVANCE REDRESSAL
COMMITTEE
2020-21**



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Date: 28/11/2020

CIRCULAR

This is to inform the staff and class Incharges that a meeting will be held for the constitution of the Women's Grievance Redressal Committee for Ratnam Institute of Pharmacy. All the staff and students are hereby requested to attend the meeting without fail.

Date: 02/12/2020

Venue: Board Room

Time: 12:00 PM

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Women's Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.

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Roles & Responsibilities:

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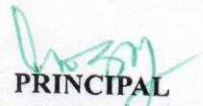
- Your name, address, and telephone number;
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Procedure for Lodging Complaint:

- The students & staff may feel free to put up a grievance in writing/or Email to the respective committee incharge.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

★ The meeting was concluded as there were no grievances reported till date.




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Minutes of Meeting

A meeting is held in the boardroom on 02/12/2020 at 12:00 PM to discuss the following points:

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Women's Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.

Constitution of Women's Grievance Redressal Committee

The Women's Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Ms. P. Sailaja	Associate Professor	Chairperson
2	Dr. M. Gobinath	Principal	Vice-Chairperson
3	Sri. A. Sudhakar Naidu	Administrative Officer	Member
4	Mrs. K. Durga	Class Incharge	Member
5	Ms. V. Pavithra	Class Incharge	Member
6	Mrs. B. Naveena	Class Incharge	Member
7	Mrs. P. Kiranmayee	Class Incharge	Member
8	C. Himaja	Student B.Ph	Student Representative
9	M. Pravallika	Student B.Ph	Student Representative
10	T. Sai Swetha	Student Pharm D	Student Representative
11	Shaik Hafsa Begum	Student Pharm D	Student Representative
12	K. Neelima	Student M.Pharm	Student Representative



**WOMEN EMPOWERMENT
GRIEVANCE REDRESSAL
COMMITTEE
2019-20**



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Date: 11/07/2019

CIRCULAR

This is to inform the staff and class Incharges that a meeting will be held for the constitution of the Grievance Redressal Committee for Ratnam Institute of Pharmacy. All the staff and students are hereby requested to attend the meeting without fail.

Date: 15/07/2019

Venue: Principal Chamber

Time: 04:00 PM

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Women's Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.

Copy to

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Minutes of Meeting

A meeting was held in the Principal Chamber on 15/07/2019 at 04:00 PM to discuss the following points:

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Women's Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.

Constitution of Women's Grievance Redressal Committee

The Women's Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr. K. Sumalatha	HOD	Chairperson <i>Punitha</i>
2	Dr. Gobinath	Principal	Vice-Chairperson <i>Gobinath</i>
3	Sri. A. Sudhakar Naidu	Administrative Officer	Member <i>Sudhakar</i>
4	Ms. P. Sailaja	Class Incharge	Member <i>Sailaja</i>
5	Mrs. B. Naveena	Class Incharge	Member <i>Naveena</i>
6	Ms. V. Bhargavi	Class Incharge	Member <i>Bhargavi</i>
7	Mrs. K. Durga	Class Incharge	Member <i>Durga</i>
8	Mrs. P. Punitha	Class Incharge	Member <i>P. Punitha</i>
9	D. Tanuja	Student B.Ph	Student Representative <i>D. Tanuja</i>
10	M. Vyshnavi	Student B.Ph	Student Representative <i>M. Vyshnavi</i>
11	K. Saileela	Student Pharm D	Student Representative <i>K. Saileela</i>
12	T. Vindhya	Student Pharm D	Student Representative <i>Vindhya</i>



**WOMEN EMPOWERMENT
GRIEVANCE REDRESSAL
COMMITTEE
2018-19**



RATNAM INSTITUTE OF PHARMACY

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Date: 22/08/2018

CIRCULAR

This is to inform the staff and class Incharges that a meeting will be held for the constitution of the Women's Grievance Redressal Committee for Ratnam Institute of Pharmacy. All the staff and students are hereby requested to attend the meeting without fail.

Date: 27/08/2018

Venue: Principal Chamber

Time: 11:45 AM

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To discuss the roles and responsibilities of the Women's Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.

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Minutes of Meeting

A meeting was held in the Principal Chamber on 27/08/2018 at 11:45 AM to discuss the following points:

Agenda:

- ❖ To constitute a Women's Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Women's Grievance cell.
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Constitution of Women's Grievance Redressal Committee

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3	Sri. A. Sudhakar Naidu	Administrative Officer	Member <i>Sudhakar</i>
4	Ms. P. Sailaja	Class Incharge	Member <i>Sailaja</i>
5	Mrs. B. Naveena	Class Incharge	Member <i>Naveena</i>
6	Mrs. V. Sireesha	Class Incharge	Member <i>Sireesha</i>
7	Mrs. Sowjanya	Class Incharge	Member <i>Sowjanya</i>
8	Mrs. P. Punitha	Class Incharge	Member <i>P. Punitha</i>
9	B. Abhirami	Student B.Ph	Student Representative <i>B. Abhirami</i>
10	A. Narmada	Student B.Ph	Student Representative <i>A. Narmada</i>
11	G. Gowthami	Student Pharm D	Student Representative <i>G. Gowthami</i>
12	P. Sai Suma	Student Pharm D	Student Representative <i>P. Sai Suma</i>

