

GRIEVANCE REDRESSAL CELL

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: 31/08/2022

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: 03/09/2022

Venue: Board Room

Time: 4:00 PM

Agenda:

- ❖ To constitute a Grievance Redressal Cell.
- ❖ To frame the roles and responsibilities of Grievance cell.
- ❖ To discuss and resolve the griveances addressed if any.

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.



PRINCIPAL

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



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

Grievance Redressal Committee

- Grievance Redressal Cell is meant to safeguard and promote wellbeing & a healthy working environment for all our staff (teaching and non-teaching) and students of the organization. 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, 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 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 wanted to address

Procedure for Lodging Complaint:

- The students 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.**



[Signature]
PRINCIPAL



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

Minutes of Meeting

A meeting was held in the boardroom on 03/09/2022 at 4:00 PM to discuss the following points:

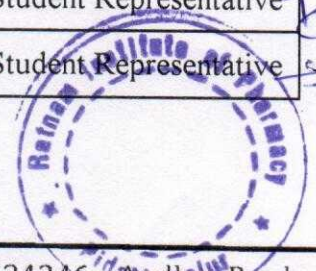
Agenda:

- ❖ To constitute a Grievance Redressal Cell.
- ❖ To frame the roles and responsibilities of Grievance cell.
- ❖ To discuss and resolve the griveances addressed if any.

Constitution of Grievance Redressal Committee

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr. M. Sreenivasulu	Principal	Chairman
2	Sri. A. Sudhakar Naidu	Administrative Officer	Vice- Chairman
3	Dr. S.Angala Parameswari	HOD	Member
4	Dr. P. Venugopalaiah	HOD	Member
5	Dr. Y. Prapurna Chandra	HOD	Member
6	P. Prabhavati	Class Incharge	Member
7	K. Sumanth	Class Incharge	Member
8	Mrs.T.Jaya Harika	Class Incharge	Member
9	Kodi Pruthvi	Student B.Ph	Student Representative
10	Shaik Ameer	Student B.Ph	Student Representative
11	Tattipalli Sushmita	Student Pharm D	Student Representative
12	Sugali Chanti Nayak	Student Pharm D	Student Representative



GRIEVANCE REDRESSAL CELL

2021-22



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)

Date: 22/11/2021

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: 26/11/2021

Venue: Board Room

Time: 3:30 PM

Agenda:

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

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.




PRINCIPAL

PRINCIPAL
RATNAM INSTITUTE OF PHARMACY
Pidathapalur Nellore District



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)

Grievance Redressal Committee

- Grievance Redressal Cell is meant to safeguard and promote wellbeing & a healthy working environment for all our staff (teaching and non-teaching) and students of the organization. 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, 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 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 wanted to address

Procedure for Lodging Complaint:

- The students 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.



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)

Grievances addressed in the meeting:

- Proper maintenance of lights and fans in the practical lab.
- Cleaning of washrooms regularly.

Further, the meeting concluded with the necessary action taken to resolve the issues.




PRINCIPAL

PRINCIPAL
RATNAM INSTITUTE OF PHARMACY
Pidathapalur, Nellore Dt. - 524 346



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)

Minutes of Meeting

A meeting was held in the boardroom on 26/11/2021 at 3:30 PM to discuss the following points:

Agenda:

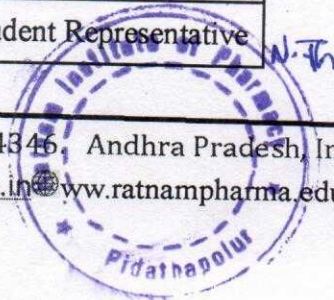
- ❖ To constitute a Grievance Redressal Cell.
- ❖ To frame the roles and responsibilities of Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.

Constitution of Grievance Redressal Committee

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr. M. Gobinath	Principal	Chairman
2	Sri. A. Sudhakar Naidu	Administrative Officer	Vice- Chairman
3	Dr. P. Venugopalaiah	HOD	Member
4	Dr. Y. Prapurna Chandra	HOD	Member
5	Dr. Y. Ramesh	HOD	Member
6	Mrs. B. Naveena	Class Incharge	Member
6	P. Sailekya	Class Incharge	Member
7	SK Salma	Class Incharge	Member
8	G. Divya	Student B.Ph	Student Representative
9	P. Dharan Teja	Student B.Ph	Student Representative
10	P. Bhumitha	Student Pharm D	Student Representative
11	V. Kedarnath	Student Pharm D	Student Representative
12	B. Vaishnavi	Student M.Pharm	Student Representative
13	N. Thushara Karna	Student M.Pharm	Student Representative

Pidathapolur Village & Post, Muthukur Mandal, SPSR Nellore District - 524346, Andhra Pradesh, India
7569180050, principal.dm@jntua.ac.in, ratnam_pharmacy@yahoo.co.in, www.ratnampharma.edu.in



GRIEVANCE REDRESSAL CELL

2020-21



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)

Date: 11/12/2020

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: 16/12/2020

Venue: Board Room

Time: 12:00 PM

Agenda:

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

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.




PRINCIPAL

PRINCIPAL
RATNAM INSTITUTE OF PHARMACY
Pidathapalur, Nellore Dt.- 524 346



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)

Grievance Redressal Committee

- Grievance Redressal Cell is meant to safeguard and promote wellbeing & a healthy working environment for all our staff (teaching and non-teaching) and students of the organization. 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, 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 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 wanted to address

Procedure for Lodging Complaint:

- The students 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.



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)

New proposals by the Grievances committee in the meeting:

- Proposal for the supply of sanitary napkins to the girl students when required and necessary.
- Proposal for the placement of dustbins in the corridors of 1st and 2nd floor.

Further, the meeting concluded with the necessary action to be taken for the new proposal.



PRINCIPAL

PRINCIPAL

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



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)

Minutes of Meeting

A meeting was held in the boardroom on 16/12/2020 at 12:00 PM to discuss the following points:

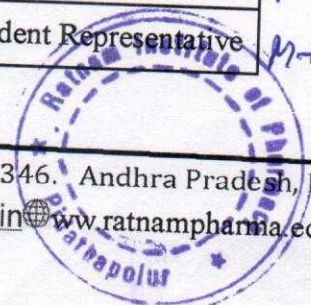
Agenda:

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

Constitution of Grievance Redressal Committee

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr. M. Gobinath	Principal	Chairman
2	Sri. A. Sudhakar Naidu	Administrative Officer	Vice- Chairman
3	Dr. P. Venugopalaiah	HOD	Member
4	Dr. Y. Prapurna Chandra	HOD	Member
5	M. Suchitra	Class Incharge	Member
6	Mrs. B. Naveena	Class Incharge	Member
7	P. Srikrishna	Class Incharge	Member
8	G. Sowmya	Student B.Ph	Student Representative
9	D. Dharani	Student B.Ph	Student Representative
10	M. Ramesh	Student Pharm D	Student Representative
11	K. Manoj Kumar	Student Pharm D	Student Representative
12	G. Sireesha	Student M.Pharm	Student Representative
13	M. Haritha	Student M.Pharm	Student Representative



GRIEVANCE REDRESSAL CELL

2019-20



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)

Date:02/07/2019

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: 06/07/2019

Venue: Principal Chamber

Time: 04: 15 PM

Agenda:

- ❖ To constitute a Grievance Redressal Cell.
- ❖ To constitute the roles and responsibilities of the Grievance cell.
- ❖ To discuss the new proposals and address the reported grievances.

Copy to

HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.




PRINCIPAL

PRINCIPAL
RATNAM INSTITUTE OF PHARMACY
Pidathapoli, Nellore Dt. - 524 346

Pidathapoli Village & Post, Muthukur Mandal, SPSR Nellore District - 524346. Andhra Pradesh, India

☎ 7569180050, ✉ principal.dm@jntua.ac.in, ratnam_pharmacy@yahoo.co.in www.ratnampharma.edu.in



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)

Grievance Redressal Committee

- Grievance Redressal Cell is meant to safeguard and promote wellbeing & a healthy working environment for all our staff (teaching and non-teaching) and students of the organization. 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, 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 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 wanted to address

Procedure for Lodging Complaint:

- The students 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.



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)

New proposals by the Grievances committee in the meeting:

- Maintain of girls washroom with hygiene conditions by washing them daily in the morning.
- Resolving the grievances addressed within a week from the date of grievance reported.
- Reconstituting or Reframing the members of the grievance committee every year.

Further, the meeting concluded with the necessary action to be taken for smooth conduction of the college.




PRINCIPAL

PRINCIPAL
RATNAM INSTITUE OF PHARMACY
Pidathapolur, Nellore Dt.- 524 346



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)

Minutes of Meeting

A meeting was held in the Principal Chamber on 06/07/2019 at 04:15 PM to discuss the following points:

Agenda:

- ❖ To constitute a Grievance Redressal Cell.
- ❖ To constitute the roles and responsibilities of the Grievance cell.
- ❖ To discuss the new proposals and address the reported grievances.

Constitution of Grievance Redressal Committee

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr. M. Gobinath	Principal	Chairman
2	Sri. A. Sudhakar Naidu	Administrative Officer	Vice- Chairman
3	Dr. B. Kumar	HOD	Member
4	Dr. Y. Prapurna Chandra	HOD	Member
5	Dr. P. Venugopalaiah	HOD	Member
6	Y. Ramesh	Associate Professor	Member
7	P. Sailaja	Class Incharge	Member
8	Mr. P. Naresh Babu	Assistant Professor	Member
9	A. Kavitha	Student B.Ph	Student Representative
10	L. Hemalatha	Student B.Ph	Student Representative
11	J. Surya Prakash	Student Pharm D	Student Representative
12	G. Sushrutha	Student Pharm D	Student Representative

Pidathapolur Village & Post, Muthukur Mandal, SPSR Nellore District - 524346. Andhra Pradesh, India
7569180050, principal.dm@jntua.ac.in, ratnam_pharmacy@yahoo.co.in, www.ratnampharma.edu.in



GRIEVANCE REDRESSAL CELL

2018-19



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)

Date: 31/07/2018

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: 03/08/2018

Venue: Principal Chamber

Time: 11:15 AM

Agenda:

- ❖ To constitute a Grievance Redressal Cell.
- ❖ To constitute the roles and responsibilities of the Grievance cell.
- ❖ To discuss the new proposals by the grievance committee for smooth conduction.

Copy to

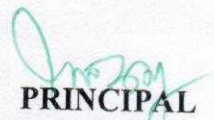
HOD of Pharmaceutics Dept.

HOD of Pharmacology Dept.

HOD of Analysis Dept.

HOD of Pharmacy Practice Dept.




PRINCIPAL

PRINCIPAL

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



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)

Grievance Redressal Committee

- Grievance Redressal Cell is meant to safeguard and promote wellbeing & a healthy working environment for all our staff (teaching and non-teaching) and students of the organization. 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, 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 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 wanted to address

Procedure for Lodging Complaint:

- The students 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.



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)

New proposals by the Grievances committee in the meeting:

- Constitution of Grievance Committee every year.
- Repair of fans and lights in classromms and laboratory which were under maintenance.
- Maintenance of washrooms by cleaning them everyday.
- Proposal for placing the dustbins in the staff rooms, corridors and class rooms.

Further, the meeting concluded with the necessary action to be taken for the new proposals for smooth conduction of the college.




PRINCIPAL
PRINCIPAL
RATNAM INSTITUE OF PHARMACY
Pidathapolur, Nellore Dt.- 524 346



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)

Minutes of Meeting

A meeting was held in the Principal Chamber on 03/08/2018 at 04:15 PM to discuss the following points:

Agenda:

- ❖ To constitute a Grievance Redressal Cell.
- ❖ To constitute the roles and responsibilities of the Grievance cell.
- ❖ To discuss the new proposals by the grievance committee for smooth conduction.

Constitution of Grievance Redressal Committee

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr. M. Gobinath	Principal	Chairman
2	Sri. A. Sudhakar Naidu	Administrative Officer	Vice- Chairman
3	Dr. V. hari Bhaskar	HOD	Member
4	Y. Prapurna Chandra	Associate Professor	Member
5	T. Sri Krishna	Assistant Professor	Member
6	P. Sailaja	Class Incharge	Member
7	P. Dinesh	Class Incharge	Member
8	B. Naveena	Class Incharge	Member
9	T. Sunandha	Student B.Ph	Student Representative
10	K. Sidhartha	Student B.Ph	Student Representative
11	M. Lavanya	Student Pharm D	Student Representative
12	V. Kalyan	Student Pharm D	Student Representative

