



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 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. 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



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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.**