



# **NARAYANA PHARMACY COLLEGE**

(Approved by PCI & AICTE, New Delhi) (Affiliated to JNTUA Ananthapuramu)

Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi.

Chinthareddypalem, Nellore-524003, A.P. India.

Phone & Fax No :0861-2317966; Cell No :+91-9100051603

Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

**Ref.No: NPC/ GRD/2019-20/01**

**Date: 15/06/2019**

## **CIRCULAR**

A meeting is scheduled on 22<sup>nd</sup> June 2019 in the principal chamber, all the members of **Grievance Redressal Committee** of Narayana Pharmacy College are informed to attend the meeting without fail.

**Venue:** Principal Chamber

**Time:** 04:20 PM

### **Agenda:**

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

### **Copy to**

1. Main notice board
2. Administrative Office
3. All Grievance Redressal Committee members

  
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NELLORE - 524 002.



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Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

**Date: 22/06/2019**

## **MINUTES OF MEETING**

A meeting was held in the Principal Chamber on 22/06/2019 at 04:20 PM and discussed the following points:

### **Agenda:**

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

  
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## **Reconstitution of Grievance Redressal Committee**

Academic year: 2019-2020

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr.K. Harinadha baba	Principal	Chairman
2	Dr.S.Sujatha	Vice Principal	Vice- Chairman
3	Mr.A.Avinash	Associate Professor	Convenor
4	Mr.B.Prasad	Associate professor	Member
5	Mr.B.Sandeep	Assistant Professor	Member
6	D.Pitchaiah	Assistant Professor	Member
7	B.Sahitya	Assistant Professor	Member
8	C.Nagajyothi	Assistant Professor	Member
9	G. Harshini Reddy	Student B.Pharm	Student Representative
10	K.Sathish	Student B.Pharm	Student Representative
11	Shaik Afrin	Student Pharm D	Student Representative
12	V.Lokesh	Student Pharm D	Student Representative

### **Copy to**

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3. All Grievance Redressal Committee members

  
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Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

Date: 22/06/2019

## **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

  
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## **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.

  
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Date: 29.06.2019

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Action taken report**

As per the discussions the students were requesting the following amenities.

1. Smart board network issues
2. Girls rest room grievance


All the above mentioned amenities status were mentioned in the below benefits of students community.

S.NO.	GRIVANCES	ACTION TAKEN
1	Smart board network issues	Network facilities arranged at college campus
3	Girls rest room grievance	Necessary modification was done

GRIEVANCE COMMITTEE MEMBER

  
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## **New proposals by the Grievances committee in the meeting:**

As per the discussions the students were requesting the following amenities.

1. Smart board network issues
2. Gym facilities
3. Girls rest room grievance

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

S. No.	Name of the Member	Designation	Role	Signature
1	Dr.K.Harinadha baba	Principal	Chairman	
2	Dr.S.Sujatha	Vice Principal	Vice- Chairman	
3	Mr.A.Avinash	Associate Professor	Convenor	
4	Mr.B.Prasad	Associate professor	Member	
5	Mr.B.Sandeep	Assistant Professor	Member	
6	D.Pitchaiah	Assistant Professor	Member	
7	B.Sahitya	Assistant Professor	Member	
8	C.Nagajyothi	Assistant Professor	Member	
9	G. Harshini Reddy	Student B.Pharm	Student Representative	
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**Ref.No: NPC/ GRD/2019-20/02**

**Date: 21/12/2019**

## **CIRCULAR**

A meeting is scheduled on 28<sup>th</sup> December 2019 in the principal chamber, all the members of **Grievance Redressal Committee** of Narayana Pharmacy College are informed to attend the meeting without fail.

**Venue:** Principal Chamber

**Time:** 04:20 PM

### **Agenda:**


- ❖ To discuss the new proposals and address the reported grievances.

  
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### **Copy to**

1. Main notice board
2. Administrative Office
3. All Grievance Redressal Committee members

  
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Date: 28/12/2019

## **MINUTES OF MEETING**

A meeting was held in the Principal Chamber on 28/12/2019 at 04:20 PM and discussed the following points:

As per the discussions the students were requesting the following amenities.

1. Gym facilities
2. 10 minutes grace period in the morning

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

S. No.	Name of the Member	Designation	Role	Signature
1	Dr.K. Harinadha baba	Principal	Chairman	
2	Dr.S.Sujatha	Vice Principal	Vice- Chairman	
3	Mr.A.Avinash	Associate Professor	Convenor	
4	Mr.B.Prasad	Associate professor	Member	
5	Mr.B.Sandeep	Assistant Professor	Member	
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11	Shaik Afrin	Student Pharm D	Student Representative	
12	V.Lokesh	Student Pharm D	Student Representative	

  
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Date: 04.01.2020

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Action taken report**

As per the discussions the students were requesting the following amenities.

1. Gym facilities
2. 10 minutes grace period in the morning

All the above-mentioned amenities status were mentioned in the below benefits of student's community.

S.NO.	GRIVANCES	ACTION TAKEN
1	Gym facilities	Gym facilities arranged at college campus
2	Students requested for 10 minutes grace period in the morning college timing.	Principal approved the request after discussion with the committee.

GRIEVANCE COMMITTEE MEMBER

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**Ref.No: NPC/GRD /2020-21/01**

**Date: 02/11/2020**

## **CIRCULAR**

A meeting is scheduled on 09.11.2020 in the principal chamber all the members of **Grievance Redressal Committee** of Narayana Pharmacy College are informed to attend the meeting without fail.

Venue: Principal Chamber

Time: 04:20 PM

Date: 09.11.2020

### **Agenda:**


- ❖ To Reconstitute a Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Grievance cell.
- ❖ To discuss and resolve the grievances addressed if any.
- ❖ Action taken on previous meeting.

### **Copy to**

1. Main notice board
2. Administrative office
3. All Grievance Redressal Committee members

  
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**Date: 09.11.2020**

## **MINUTES OF MEETING**

A meeting was held in the principal chamber on 9<sup>th</sup> November 2020 at 4:20 PM and discussed the following points:

- ❖ Reconstitution of a Grievance Redressal Cell.
- ❖ Reconstitution of the roles and responsibilities of the Grievance cell.
- ❖ Action taken on previous meeting.
- ❖ Students requested necessary desk in the class room.
- ❖ Proper maintenance of fans in the class room.

  
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## **Constitution of Grievance Redressal Committee**

**A.Y.2020-2021**

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr.K.Harinadha baba	Principal	Chairman
2	Dr.S.Sujatha	Vice Principal	Vice- Chairman
3	Mr.A.Avinash	Associate Professor	Convenor
4	Sk.Karimunnisa	Assistant professor	Member
5	Mr.B.Prasad	Assistant Professor	Member
6	Ms.P.V.Pavani	Assistant Professor	Member
7	Mr.G.Mohan	Assistant Professor	Member
8	Mr.G.Dileepkumar	Assistant Professor	Member
9	L.Sreya	Student B.Pharm	Student Representative
10	S.Divakar	Student B.Pharm	Student Representative
11	P.Vyshnavi	Student Pharm D	Student Representative
12	U.Suman	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

  
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## **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.

## **New proposals by the Grievances committee in the meeting:**

- Proposal for the necessary desk in the class room.
- Proposal for the Proper maintenance of fans in the class room.

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

  
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## **SIGNATURES OF THE MEMBERS:**

S. No.	Name of the Member	Designation	Role	Signature
1	Dr.K.Harinadha baba	Principal	Chairman	
2	Dr.S.Sujatha	Vice Principal	Vice- Chairman	
3	Mr.A.Avinash	Associate Professor	Convenor	
4	Sk.Karimunnisa	Associate professor	Member	
5	Mr.B.Prasad	Assistant Professor	Member	
6	Ms.P.V.Pavani	Assistant Professor	Member	
7	Mr.G.Mohan	Assistant Professor	Member	
8	Mr.G.Dileepkumar	Assistant Professor	Member	
9	L.Sreya	Student B.Pharm	Student Representative	
10	S.Divakar	Student B.Pharm	Student Representative	
11	P.Vyshnavi	Student Pharm D	Student Representative	
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Date: 14.11.2020

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Action taken report**

As per the discussions the students were requesting the following amenities.

- ❖ Students requested necessary desk in the class room.
- ❖ Proper maintenance of fans in the class room.

All the above mentioned amenities status were mentioned in the below benefits of students community.

S.NO.	GRIVANCES	ACTION TAKEN
1	Students requested necessary desk in the class room	Desks are arranged in the class room
2	Proper maintenance of fans in the class room	Necessary modification was done

GRIEVANCE COMMITTEE MEMBER

  
PRINCIPAL

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Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

Ref.No: NPC/ GRD /2021-22/01

Date: 03/11/2021

## **CIRCULAR**

A meeting is scheduled on 10.11.2021 in the principal chamber, all the members of **Grievance Redressal Committee** of Narayana Pharmacy College are informed to attend the meeting without fail.

Venue: Principal Chamber

Time: 04:20 PM

Date: 10.11.2021

### **Agenda:**

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

  
PRINCIPAL

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### **Copy to**

1. Main notice board
2. Administrative Office
3. All Grievance Redressal Committee members

  
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**Date: 10.11.2021**

## **MINUTES OF MEETING**

Members of Grievance cell gathered at principal chamber on 10.11.2021 at 4:20 PM and discussed various grievance issues pertaining to complaints/ critical suggestions on working system of institution / campus environment.

  
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## **Reconstitution of Grievance Redressal Committee**

**A.Y.2021-2022**

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr.K. Harinadha baba	Principal	Chairman
2	Dr.S.Sujatha	Vice Principal	Vice- Chairman
3	Dr.D.Chinna babu	Associate Professor	Convenor
4	Mr. A.Avinash	Associate professor	Member
5	Mr.B.Sandeep	Assistant Professor	Member
6	Ms.C.L.Sindhura	Assistant Professor	Member
7	Ms.Gita Samira	Assistant Professor	Member
8	Mr.T.Vinod kumar	Assistant Professor	Member
9	K.Mounika	Student B.Pharm	Student Representative
10	B.Lokesh	Student B.Pharm	Student Representative
11	K. Suguma Sri	Student Pharm D	Student Representative
12	Shaik Arshad	Student Pharm D	Student Representative

  
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# **NARAYANA PHARMACY COLLEGE**

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Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi,  
ISO 9001:2015 Certified Institution  
Chinthareddypalem, Nellore-524003, A.P. India.  
Phone & Fax No :0861-2317966; Cell No :+91- 9392901053  
Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

## **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.

  
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- 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.

### **New proposals by the Grievances committee in the meeting:**

- Proposal for the necessary desk in the class room.
- Proposal for the Proper maintenance of fans in the class room.

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

  
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Reference: Student complaints from complaint box, parent's suggestions.

S.No	Comment/ Issue	Resolution
1.	Grievance from parents meet 2021/student progress	Committee discussed the issue and decided to keep the study hours daily 1hr
2.	Students requested to keep extra hand sanitizer in microbiology lab	Principal provided the facility

  
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7	Ms.Gita Samira	Assistant Professor	Member	
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Date: 17.11.2021

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Action taken report**

As per the discussions the students were requesting the following amenities.


All the above mentioned amenities status were mentioned in the below benefits of students community.

S.No	Grievance	Action taken
1.	Grievance from parents meet 2021/student progress	Study hour time table issued and conducting daily 1hr study hour
2.	Students requested to keep extra hand sanitizer in microbiology lab	Extra hand sanitizers in microbiology lab arranged

GRIEVANCE COMMITTEE MEMBER

  
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Ref.No: NPC/ GRD /2021-22/02

Date: 03/03/2022

## **CIRCULAR**

A meeting is scheduled on 10.03.2022 in the principal chamber, all the members of **Grievance Redressal Committee** of Narayana Pharmacy College are informed to attend the meeting without fail.

Venue: Principal Chamber

Time: 04:20 PM

Date: 10.03.2022

### **Agenda:**

- ❖ To discuss and resolve the grievances addressed if any.

  
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### **Copy to**

1. Main notice board
2. Administrative Office
3. All Grievance Redressal Committee members

  
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Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

Date: 10.03.2022

## **MINUTES OF MEETING**

Members of Grievance cell gathered at principal chamber on 10.03.2022 at 4:20 PM and discussed various grievance issues pertaining to complaints/ critical suggestions on working system of institution / campus environment.

Reference: Student complaints from complaint box, parent's suggestions.

S.No	Grievance	Resolution
1.	Students requested to arrange projectors at 3 <sup>rd</sup> floor classrooms	Principal discussed with committee and requested indent to purchase department
2.	Students approached for digital library	Principal arranged digital library

  
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Date: 17.03.2022

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Action taken report**

As per the discussions the students were requesting the following amenities.


All the above-mentioned amenities status were mentioned in the below benefits of student's community.

S.No	Grievance	Action taken
1.	Students requested to arrange projectors at 3 <sup>rd</sup> floor classrooms	Arranged projectors at 3 <sup>rd</sup> floor classrooms
2.	Students approached for digital library	Principal arranged digital library

GRIEVANCE COMMITTEE MEMBER

  
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Ref.No: NPC/ GRD /2022-23/01

Date: 04/07/2022

## **CIRCULAR**

A meeting is scheduled on 11.07.2022 in the principal chamber all the members of **Grievance Redressal Committee** of Narayana Pharmacy College are informed to attend the meeting without fail.

Venue: Principal Chamber

Time: 04:20 PM

Date: 11.07.2022

### **Agenda:**

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


### **Copy to**

1. Main notice boards
2. Administrative Office
3. All Grievance Redressal Committee members



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Date: 11.07.2022

## **MINUTES OF MEETING**

A meeting was held in the principal chamber on 11<sup>th</sup> July 2022 at 4:20 PM and discussed the following points:

- ❖ Constitution of a Grievance Redressal Cell.
- ❖ Constitution of the roles and responsibilities of the Grievance cell.
- ❖ Action taken on previous meeting.

  
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## **Constitution of Grievance Redressal Committee**

**A.Y.2022-2023**

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr.K. Harinadha baba	Principal	Chairman
2	Dr.S.Sujatha	Vice Principal	Vice- Chairman
3	Dr.D.Chinna babu	Associate Professor	Convenor
4	Mr. A.Avinash	Associate professor	Member
5	Dr.Sk.Afsar	Associate professor	Member
6	Dr.M.Suchithra	Associate Professor	Member
7	Ms.Salma Sulthana	Assistant Professor	Member
8	Mr.T.Vinod kumar	Assistant Professor	Member
9	K. Harshini	Student B.Pharm	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.

  
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- 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.

### **New proposals by the Grievances committee in the meeting:**

- Proposal for the necessary desk in the class room.
- Proposal for the Proper maintenance of fans in the class room.

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

Reference: student complaints from complaint box, parents suggestions.

S.No	Comment/ Issue	Resolution
1.	Grievance from parents meets 2022/ telephonic complaints- allow mobiles for students from long distance	The Committee discussed the issue and decided to not allow into class rooms but they deposit in office
2.	Students requested for extra library hours	Principal immediately provided the facility

  
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Date: 18.07.2022

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Action taken report**

As per the discussions the students were requesting the following amenities.

All the above mentioned amenities status were mentioned in the below benefits of students community.

S.No	Grievance	Action taken
1.	Grievance from parents meets 2022/ telephonic complaints- allow mobiles for students from long distance	The Committee discussed the issue and decided to not allow into class rooms but they deposit in office
2.	Students requested for extra library hours	Extra library hours included in the library

GRIEVANCE COMMITTEE MEMBER

PRINCIPAL

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Ref.No: NPC/ GRD /2022-23/02

Date: 04/01/2023

## **CIRCULAR**

A meeting is scheduled on 09.01.2023 in the principal chamber all the members of **Grievance Redressal Committee** of Narayana Pharmacy College are informed to attend the meeting without fail.

Venue: Principal Chamber

Time: 04:20 PM

Date: 09.01.2023

### **Agenda:**

- ❖ To discuss and resolve the grievances addressed if any.

  
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### **Copy to**

- Main notice boards
- Administrative Office
- All Grievance Redressal Committee members

  
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Date: 09.01.2023

## **MINUTES OF MEETING**

A meeting was held in the principal chamber on 9<sup>th</sup> January 2023 at 4:20 PM and discussed about the grievances addressed.

Reference: student complaints from complaint box, parent's suggestions.

<b>S.No</b>	<b>Comment/ Issue</b>	<b>Resolution</b>
1.	Students requested for extra light system in Pharmacognosy lab	Principal immediately provided the facility
2.	Students denying to shoes in severe rainy days	The committee accepted the request for severe rainy days

  
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**Date: 20.01.2023**

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Action taken report**

As per the discussions the students were requesting the following amenities.

All the above-mentioned amenities status were mentioned in the below benefits of student's community.

<b>S.No</b>	<b>Grievance</b>	<b>Action taken</b>
1.	Students requested for extra light system in Pharmacognosy lab	Extra lights are provided in the lab
2.	Students denying to shoes in severe rainy days	The committee accepted the request for severe rainy days

**GRIEVANCE COMMITTEE MEMBER**

  
**PRINCIPAL**

**PRINCIPAL**  
**NARAYANA PHARMACY COLLEGE**  
**NELLORE - 524 002.**

  
**PRINCIPAL**  
**NARAYANA PHARMACY COLLEGE**  
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ISO 9001:2015 Certified Institution  
Chinthareddypalem, Nellore-524003, A.P. India.  
Phone & Fax No :0861-2317966; Cell No :+91- 9392901053  
Email: principal.npc@narayanagroup.com Visit us:www.narayanapharmacycollege.com

Ref.No: NPC/GRD /2023-24/01

Date: 03/07/2023

## **CIRCULAR**

A meeting is scheduled on 10.07.2023 in the principal chamber all the members of **Grievance Redressal Committee** of Narayana Pharmacy College are informed to attend the meeting without fail.

Venue: Principal Chamber

Time: 04:20 PM

Date: 10.07.2023

### **Agenda:**

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

### **Copy to**

1. Main notice Board
2. Administrative Office.
3. All committee members

  
PRINCIPAL

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NARAYANA PHARMACY COLLEGE  
NELLORE - 524 002.

  
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Date: 10.07.2023

## **MINUTES OF MEETING**

Members of Grievance cell gathered at principal chamber on 10<sup>th</sup> July 2023 at 4:20 PM to discuss various grievance issues pertaining to complaints/ critical suggestions on working system of institution / campus environment.

### **Agenda:**

- ❖ To reconstitute a Grievance Redressal Cell.
- ❖ To reconstitute the roles and responsibilities of the Grievance cell.
- ❖ Action taken on previous meeting.

  
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## **Re Constitution of Grievance Redressal Committee**

**A.Y.2023-2024**

The Grievance Redressal Committee is constituted with the following members:

S. No.	Name of the Member	Designation	Role
1	Dr.K. Harinadha baba	Principal	Chairman
2	Dr.S.Sujatha	Vice Principal	Vice- Chairman
3	Mr. A.Avinash	Associate Professor	Convenor
4	Mrs.Y.Ratna kumari	Associate professor	Member
5	Mrs.A.Rani	Assistant Professor	Member
6	Mrs.P.Padmavathi devi	Assistant Professor	Member
7	Ms.A.Sai saranya	Assistant Professor	Member
8	Mr.T.Vinod kumar	Assistant Professor	Member
9	S.Asma	Student B.Pharm	Student Representative
10	S.Ganesh	Student B.Pharm	Student Representative
11	L.Navitha	Student Pharm D	Student Representative
12	M.Sriraj	Student Pharm D	Student Representative

**PRINCIPAL**  
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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.

  
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- 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.

### **New proposals by the Grievances committee in the meeting:**

- Proposal for the necessary desk in the classroom.
- Proposal for the Proper maintenance of fans in the classroom.

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

Reference: Student complaints from complaint box, parent's suggestions.

S.No	Comment/ Issue	Resolution
1.	In lab someone written with permanent marker which is unable to erase	Principal suggested respective lab assistant to clean board with acetone
2.	Students requested to increase no.of books issued in library	Committee discussed and increased no.of books issued in library

  
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## **SIGNATURES OF THE MEMBERS:**

S. No.	Name of the Member	Designation	Role	Signature
1	Dr.K.Harinadha baba	Principal	Chairman	
2	Dr.S.Sujatha	Vice Principal	Vice- Chairman	
3	Mr. A.Avinash	Associate Professor	Convenor	
4	Mrs.Y.Ratna kumari	Associate professor	Member	
5	Mrs.A.Rani	Assistant Professor	Member	
6	Mrs.P.Padmavathi devi	Assistant Professor	Member	
7	Ms.A.Sai saranya	Assistant Professor	Member	
8	Mr.T.Vinod kumar	Assistant Professor	Member	
9	S.Asma	Student B.Pharm	Student Representative	
10	S.Ganesh	Student B.Pharm	Student Representative	
11	L.Navitha	Student Pharm D	Student Representative	
12	M.Sriraj	Student Pharm D	Student Representative	

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Date: 20.12.2023

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Action taken report**

As per the discussions the students were requesting the following amenities.

All the above-mentioned amenities status were mentioned in the below benefits of student's community.

S.No	Grievance	Action taken
1.	In lab someone written with permanent marker on board which is unable to erase	Lab assistant cleaned the board with acetone
2.	Students requested to increase no. of books issued in the library	Increased the no.of books issued in the library

GRIEVANCE COMMITTEE MEMBER

PRINCIPAL

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Ref.No: NPC/GRD /2023-24/02

Date: 22/01/2024

## **CIRCULAR**

A meeting is scheduled on 29.01.2024 in the principal chamber all the members of **Grievance Redressal Committee** of Narayana Pharmacy College are informed to attend the meeting without fail.

Venue: Principal Chamber

Time: 04:20 PM

Date: 29.01.2024

### **Copy to**

1. Main notice Board
2. Administrative Office.
3. All committee members

  
PRINCIPAL

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**Date: 29.01.2024**

## **MINUTES OF MEETING**

Members of Grievance cell gathered at principal chamber on 29<sup>th</sup> January 2024 at 4:20 PM to discuss various grievance issues pertaining to complaints/ critical suggestions on working system of institution / campus environment.

Reference: student complaints from complaint box, parent's suggestions.

<b>S.No</b>	<b>Comment/ Issue</b>	<b>Resolution</b>
1.	Students requested for extra computers for computer classes	Principal accepted and ordered for new computers
2.	Girls Washroom grievance	Principal told to cleaning staff regarding grievance

  
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Date: 05.02.2024

## **GRIEVANCE REDRESSAL COMMITTEE**

### **Action taken report**

As per the discussions the students were requesting the following amenities.

All the above-mentioned amenities status were mentioned in the below benefits of student's community.

S.No	Grievance	Action taken
1	Students requested for extra computers for computer classes	Principal accepted and ordered for new computers
2	Girls Washroom grievance	Issue resolved by cleaning staff

GRIEVANCE COMMITTEE MEMBER

PRINCIPAL

PRINCIPAL

**NARAYANA PHARMACY COLLEGE**

**NELLORE - 524 002.**

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