



## 5.1.4 Grievance Redressal Committees formation for 2018-2023

### INDEX

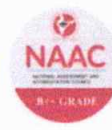
S. No	Description	Page No
1	GRC Committees formation for 2022-2023	2-4
2	GRC Committees formation for 2021-2022	5-7
3	GRC Committees formation for 2020-2021	8-12
4	GRC Committees formation for 2019-2020	13-15
5	GRC Committees formation for 2018-2019	16-18



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Gunthapally (V), Hanam Nagar (M),  
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AIPS/GRC/01/2022-2023

Date: 14-06-2022

## GRIEVANCE REDRESSAL COMMITTEE

### CIRCULAR

This is to inform all the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on 16-06-2022 at 2.30 pm.

### **Agenda:**

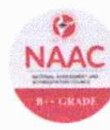
1. Formation of the Grievance Redressal Committee for the academic year 2022-23.
2. Awareness program on Grievance Redressal mechanism.
3. Any other topic with the permission of the Chairman.

### **Copy to:**

1. All HOD's
2. IQAC
3. Office



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AIPS/GRC/01/2022-23

Date: 16-06-2022

## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 16-06-2022 at 2:30 p.m. in the college Conference Hall. The Chairman extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2022-23.

The Committee discussed the following agenda at the meeting:

### **Item-1**

Formation of the Grievance Redressal Committee for the academic year 2022-2023.

### **Resolution:**

It was discussed to reconstitute the Grievance Redressal Committee for the academic year 2022-23. In every department, a few faculties are formed to look into the problems faced by the students in the campus. The committee should settle genuine grievances and also the matters of psychological harassment by faculty, up to a satisfaction level so as to create a healthy relationship among the students in the campus. The grievance will include any matter related to the student. The committee is advised to contribute effectively to dispose the grievances at the earliest. The number of grievances settled or pending will be reported to the Principal/Director.

### **Item-2**

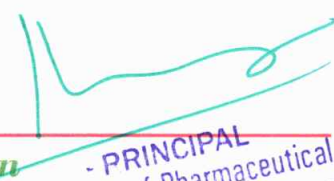
Awareness program on Grievance Redressal mechanism.

### **Resolution:**

As per the discussions done by the members of the committee, it was agreed by the committee members to spread awareness among the students and staff about identifying and sharing any grievances by organizing awareness programs and guest lectures.

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## GRC MEMBERS

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION in COMMITTEE	Signature
1.	Dr. K. BALAJI	PRINCIPAL	CHAIRMAN	
2	Dr. Y.JAYAPRADA	H.R.DIRECTOR	MEMBER SECRETARY	
2.	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
3.	Dr. M. RAMAKRISHNA	HOD	CO-ORDINATOR	
4.	B.MANJULA	HOD	MEMBER	
5.	P. LAVANYA	ASSOCIATE PROFESSOR	MEMBER	
6.	G.SWAPNA RANI	ASSOCIATE PROFESSOR	MEMBER	
7.	T.MADHURI	ASSOCIATE PROFESSOR	MEMBER	
8.	R.ASHOK KUMAR	ASSOCIATE PROFESSOR	MEMBER	
9.	G. SRINIVAS RAO	PRO	MEMBER	
10.	E.AVINASH	STUDENT	MEMBER	



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Gunthapally (V), Hayath Nagar (M),  
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AIPS/GRC/01/2021-2022

DATE: 08-06-2021

**GRIEVANCE REDRESSAL COMMITTEE**

**CIRCULAR**

This is to inform all the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on 10-06-2021 at 2.30 pm.


**Agenda:**

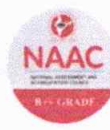
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2. Awareness program on Grievance Redressal mechanism.
3. Any other topic with the permission of the Chairman.

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AIPS/GRC/01/2021-22

Date: 10-06-2021

## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 10-06-2021 at 2:30 p.m. in the college Conference Hall. The Chairman extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2021-22.

The Committee discussed the following agenda at the meeting:

### **Item-1**

Formation of the Grievance Redressal Committee for the academic year 2021-2022.

### **Resolution:**

It was discussed to reconstitute the Grievance Redressal Committee for the academic year 2021-22. In every department, a few faculties are formed to look into the problems faced by the students in the campus. The committee should settle genuine grievances and also the matters of psychological harassment by faculty, up to a satisfaction level so as to create a healthy relationship among the students in the campus. The grievance will include any matter related to the student. The committee is advised to contribute effectively to dispose the grievances at the earliest. The number of grievances settled or pending will be reported to the Principal/Director.


### **Item-2**

Awareness program on Grievance Redressal mechanism.

### **Resolution:**

As per the discussions done by the members of the committee, it was agreed by the committee members to spread awareness among the students and staff about identifying and sharing any grievances by organizing awareness programs and guest lectures.



  
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2.	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
3.	Dr. M. RAMAKRISHNA	HOD	CO-ORDINATOR	
4.	B.MANJULA	HOD	MEMBER	
5.	P. LAVANYA	ASSOCIATE PROFESSOR	MEMBER	
6.	K.USHA	ASSOCIATE PROFESSOR	MEMBER	
7.	T.MADHURI	ASSOCIATE PROFESSOR	MEMBER	
8.	R.ASHOK KUMAR	ASSOCIATE PROFESSOR	MEMBER	
9.	G. SRINIVAS RAO	PRO	MEMBER	
10.	M.SANGEETHA	STUDENT	MEMBER	



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AIPS/GRC/01/2020-21

Date:10-10-2020

**GRIEVANCE REDRESSAL COMMITTEE**

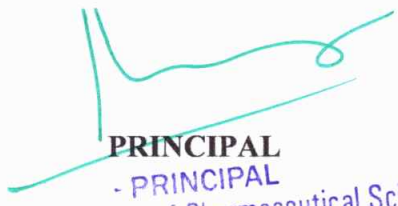
**CIRCULAR**

This is to inform all the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on 12-10-2020 at 2.30 pm.

**Agenda:**

1. Formation of the Grievance Redressal Committee for the academic year 2020-21.
2. Awareness program on Grievance Redressal mechanism.
3. Any other topic with the permission of the Chairman



  
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AIPS/GRC/01/2020-21

Date: 12-10-2020

## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 12-10-2020 at 2:30 p.m. in the college Conference Hall. The Chairman extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2020-21.

The Committee discussed the following agenda at the meeting:

### **Item-1**

Formation of the Grievance Redressal Committee for the academic year 2020-2021.

### **Resolution:**

It was discussed to reconstitute the Grievance Redressal Committee for the academic year 2020-21. In every department, a few faculties are formed to look into the problems faced by the students in the campus. The committee should settle genuine grievances and also the matters of psychological harassment by faculty, up to a satisfaction level so as to create a healthy relationship among the students in the campus. The grievance will include any matter related to the student. The committee is advised to contribute effectively to dispose the grievances at the earliest. The number of grievances settled or pending will be reported to the Principal/Director.

### **Item-2**

Awareness program on Grievance Redressal mechanism.

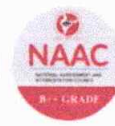
### **Resolution:**

As per the discussions done by the members of the committee, it was agreed by the committee members to spread awareness among the students and staff about identifying and sharing any grievances by organizing awareness programs and guest lectures.



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	Research related issues, etc.
Extensions and extra curricular	Alumni registration an award of non-academic credits, physical education ,etc
Amenities and maintenance	Hostel facilities -allocation of rooms ,the standard of a meal, wi-fi internet connectivity, utility-stores, computer facilities, drinking water, sanitation and hygiene , maintenance, medical facilities ,etc
Placements & internships	On campus or off – campus interviews, soft skills training, internships, etc.
General administration	Collection of fee on –line fee payment gateway, id card, scholarship, HR - related issues, transportation, etc.
Other related issues	Safety & security , discipline, misbehaviours, emergency services, etc.

### Formation of the Grievance Redressal Committee (GRC)

A grievance redressal committee shall be established to deal with the complaints of students/teaching or non-teaching staff: The Committee shall consist of the following members nominated by the employer:

- The Principal of the college - Chairman.
- One Professor shall act as Coordinator.
- At least three committee members must be senior teaching professors nominated by the principal
- A student:- A representative from among students of the college to be nominated by the Principal based on academic merit or Competence in sports or performance in co-curricular activities.

### Meeting of the Committee

(i) The Committee shall meet at least twice every academic year.

(ii) The chairperson of the Committee can call a special meeting at any time upon written request of not less than one-third of the total number of members of the Committee, on a date not later than 15 days after receipt of such requisition by the chairperson.

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## Method

The following procedure shall be followed for the investigation or inquiry of the complaints received by the GRC

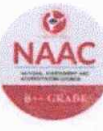
- Once received, the complaint shall be determined, reviewed, and conveyed to the department/office/individual responsible for the substantive role of the claim, requesting that the grievance be investigated and resolved within a specified time, or no later than seven days from the date of receipt of the grievances complaint.
- In the case of a grievance received through a suggestion or grievance box, the box should be opened in the presence of a committee members including a student
- \* The Grievance Redressal Committee shall coordinate, supervise, and ensure that grievances are resolved on time. Depending on the severity of the complaint, the Grievance Redressal Committee may follow up on it daily with reminders before it is finally resolved
- The Grievance Redressal Committee will review the redressal mechanism in depth. If the Committee satisfied with the solution provided by the relevant department/office/individual, the committee will notify the grievant in writing and the matter will be considered closed until the grievant shows approval of the resolution at this stage.
- If the Grievance Redressal Committee is not pleased with the solution issued by the respective department/office/individual, or upon the grievant written request .The committee will schedule a hearing and notify the college/department/office/individual, as well as the grievant, via letter. If the committee determines that additional information or testimony is required to decide after the hearing, it will request that the parties send that information. In this case, the trial will be continued until the necessary documents are received.
- After the hearing or investigation, the grievance redressal committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application pass an order indicating the reasons for such order, as may be deemed fit.



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7.	T. MADHURI	ASSOCIATE PROFESSOR	MEMBER	
8.	R. ASHOK KUMAR	ASSOCIATE PROFESSOR	MEMBER	
9.	G. SRINIVAS RAO	PRO	MEMBER	
10.	P. VAMSHIKRISHNA	STUDENT	MEMBER	



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AIPS/GRC/01/2019-20

Date:10-10-2019

## GRIEVANCE REDRESSAL COMMITTEE

### CIRCULAR

This is to inform al the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on 12- 10-2019 at 2.30 pm.

#### **Agenda:**

1. Formation of the Grievance Redressal Committee for the academic year 2019-20.
2. Awareness program on Grievance Redressal mechanism.
3. Any other topic with the permission of the Chairman



  
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1. All HOD'S
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AIPS/GRC/01/2019-20

Date:12-10-2019

## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 12-10-2019 at 2:30 p.m. in the college Conference Hall. The Chairman extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic Year 2019-20

The Committee discussed the following agenda at the meeting:

### **Item-1**

Formation of the Grievance Redressal Committee for the academic year 2019-2020.

### **Resolution:**

It was discussed to reconstitute the Grievance Redressal Committee for the academic year 2019-20. In every department, a few faculties are formed to look into the problems faced by the students in the campus. The committee should settle genuine grievances and also the matters of psychological harassment by faculty, up to a satisfaction level so as to create a healthy relationship among the students in the campus. The grievance will include any matter related to the student. The committee is advised to contribute effectively to dispose the grievances at the earliest. The number of grievances settled or pending will be reported to the Principal/Director.

### **Item-2**

Awareness program on Grievance Redressal mechanism.

### **Resolution:**

As per the discussions done by the members of the committee, it was agreed by the committee members to spread awareness among the students and staff about identifying and sharing any grievances by organizing awareness programs and guest lectures.



*[Signature]*  
- PRINCIPAL  
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6.	K. USHA	ASSOCIATE PROFESSOR	MEMBER	
7.	T. MADHURI	ASSISTANT PROFESSOR	MEMBER	
8.	R. ASHOK KUMAR	ASSISTANT PROFESSOR	MEMBER	
9.	G. SRINIVAS RAO	PRO	MEMBER	
10.	R. TARUN KUMAR	STUDENT	MEMBER	



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AIPS/GRC/01/2018-2019

DATE:07-06-2018

## GRIEVANCE REDRESSAL COMMITTEE

### CIRCULAR

This is to inform all the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on

09-06-2018 at 2.30 pm.


### **Agenda:**

1. Formation of the Grievance Redressal Committee for the academic year 2018-19.
2. Awareness program on Grievance Redressal mechanism.
3. Any other topic with the permission of the Chairman.

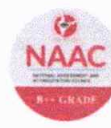
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2. IQAC
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AIPS/GRC/01/2018-2019

DATE: 09-06-2018

## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 09-06-2018 at 2:30 p.m. in the college Conference Hall. The Chairman extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic Year 2018-19

The Committee discussed the following agenda at the meeting:

### **Item-1**

Formation of the Grievance Redressal Committee for the academic year 2018-19.

### **Resolution:**

It was discussed to reconstitute the Grievance Redressal Committee for the academic year 2018-19. In every department, a few faculties are formed to look into the problems faced by the students in the campus. The committee should settle genuine as to create a healthy relationship among the students in the campus. The grievance will include any matter related to the student. The committee is advised to contribute effectively to dispose the grievances at the earliest. The number of grievances settled or pending will be reported to the Principal/Director.

### **Item-2**

Awareness program on Grievance Redressal mechanism.

### **Resolution:**

As per the discussions done by the members of the committee, it was agreed by the committee members to spread awareness among the students and staff about identifying and sharing any grievances by organizing awareness programs and guest lectures.



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3.	Dr. M. RAMAKRISHNA	HOD	CO-ORDINATOR	
4.	B.MANJULA	HOD	MEMBER	
5.	Dr.JITHENDRA PATEL	ASSOCIATE PROFESSOR	MEMBER	
6.	K.SAREESH	ASSISTANT PROFESSOR	MEMBER	
7.	T.MADHURI	ASSISTANT PROFESSOR	MEMBER	
8.	R.ASHOK KUMAR	ASSISTANT PROFESSOR	MEMBER	
9.	G. SRINIVAS RAO	PRO	MEMBER	
10.	NAVEEN TAPA	STUDENT	MEMBER	



CHAIRMAN

- PRINCIPAL  
Avanthi's Institute of Pharmaceutical Sciences  
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