

Ph: 98665 76663 Email: office@adityapharmacy.edu.in Website: www.adityapharmacy.edu.in

Ref: APC/Anti-Ragg/2022-2023/MOM

Date: 18-06-2022

# Minutes of Meeting by Anti Ragging Committee Held on 17-06-2022

#### Resolutions Taken:

#### 1. Safety measures to guarantee campus free from Ragging:

The Chairman has instructed the members of the Anti-Ragging committee to inspect areas such as the food courts, bus parking area, canteen, library, etc., with the aim of ensuring that Aditya Pharmacy College should be free from any incidents of ragging.

#### 2. Rosters of Responsibilities for Anti-Ragging Activity:

The chairman tasked the committee members of anti-ragging with creating duty rosters for the Anti-Ragging squad in their respective departments and also submitting the duty rosters for the departmental squad in the prescribed format, which will be used to prepare the institute-level squad.

#### 3. Any additional responsibilities authorized by the chairman of the committee:

- ✓ The principal instructed the office staff to display Anti-Ragging banners in every department, hostel, and canteen.
- ✓ The principal recommended that bus in-charges and faculty members traveling on student buses sit in the last rows to prevent ragging.
- The committee decided to conduct visits to both boys' and girls' hostels during the evening sessions, specifically from 06:30 PM to 08:30 PM, for a duration of one month after the commencement of regular college activities (offline) following the first-year admissions to the hostel.

#### Members attended:

| S.No | Name of the<br>Committee member | Designation                   | Role     | Signature      |
|------|---------------------------------|-------------------------------|----------|----------------|
| 1    | Dr.D. Sathis Kumar              | Principal                     | Chairman | 99             |
| 2    | Dr. CH. S. Phani Kumar          | Professor-Pharmaceutics       | Convener | ! hour         |
| 3    | Mr. S. Nageswara Rao            | Assoc. Professor-Pharmacology | Member   | a              |
| 4    | Dr. P.S.S. Sai Kiran            | Assoc. Professor-Pharmacology | Member   | L.             |
| 5    | Dr. P. Bhaskar Rao              | Assoc. Professor-Ph. Analysis | Member   | 1              |
| 6    | Ms. M. Lalitha Kala             | Asst. Professor-Pharmacology  | Member   | VE A           |
| 7    | Ms. Ch. Lakshmi Madhavi         | Asst. Professor-Pharmacology  | Member   | " d            |
| 8    | Bathula Raraju                  | Parent of 193G1T0003          | Member   | G.Plr.         |
| 9    | Dara Veerraju                   | Parent of 193G1T0022          | Member   | versagu        |
| 10   | Chikkala Bhagya Aruna           | Student                       | Member   | Jours.         |
| 11   | Bokka Naga Sravya               | Student                       | Member   | Deanger.       |
| 12   | Gollapalli Chandra Sekhar       | Student                       | Member   | Gr. C. Shelses |
| 13   | Bikash Bruah                    | Student                       | Member   | BLA            |

#### Copy to:

- All members of the committee
   IQAC

Principal PRINCIPAL

Aditya Pharmacy College SURAMPALEM-533 437 Aditya Pharmacy College SURAMPALEM-533 437

# ARMACY COLLEGE Droved by AICTE & PCI - NEW DELHI, Affiliated to JNTU KAKINADA armerly known as Adiltya Institute of Pharmaceutical Sciences & Research)

Phi 98665 76663 Email: office@adityapharmacy.edu.ir Website: www.adityapharmacy.edu.ir

Date: 13-10-2022

Awareness Programme on "Empower, Educate, eradicate: Uniting for Anti-Ragging - Campus Awareness"

During his address, Dr. R. Rajendranath Swamy, the esteemed spokesperson, passionately emphasized the significance of the "Empower, Educate, Eradicate: Uniting for Anti-Ragging - Campus Awareness" program and its pivotal role in creating a safe and nurturing environment for all students. He acknowledged the alarming impact of ragging on the mental and emotional well-being of victims, stressing that such practices have no place in a progressive educational institution.

Dr. Swamy fervently advocated for a collective effort from each individual in the college community to combat ragging effectively. He urged students, faculty, and staff alike to take a proactive stance against any form of bullying or harassment and actively promote a culture of respect, empathy, and inclusivity. He highlighted the importance of empowering students to stand up against ragging and to report incidents without fear of repercussions. He encouraged open dialogue and awareness sessions to educate everyone on the detrimental consequences of ragging, not only on the victims but also on the perpetrators, who risk their own future prospects by engaging in such harmful behavior.

Moreover, Dr. Swamy delved into the significance of eradicating the age-old notion of seniority-based authority and replacing it with a sense of camaraderie and mutual support. He underscored the need for seniors to serve as mentors and guides rather than resorting to intimidation or abuse of power. In conclusion, Dr. R. Rajendranath Swamy inspired the audience to be proactive agents of change, taking collective responsibility to create a ragging-free campus. He encouraged students to treat their peers with kindness and compassion, fostering an atmosphere of trust and friendship. Finally, Vote of thanks was given by Mr. Nageswara Rao Convener of anti-ragging Committee and concluded the session.



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(Formerly known as Aditya Institute of Pharmaceutical Sciences and Research)

Aditya Nagar, ADB Road, Surampalem, Kakinada District, Andhra Pradesh — 533437

www.adityapharmacy.edu.in Email: office@adityapharmacy.edu.in

Mobile: 9866576663

Date: 13-10-2022

A.Y-2022-23

Name of the Event: "Empower, Educate, Eradicate: Uniting for Anti-Ragging - Campus Awareness,"

#### Participation list

| S.         | Roll Number              | Student Name                          | Year/Course    | Signatura         |
|------------|--------------------------|---------------------------------------|----------------|-------------------|
| No         | Kon Number               | Student Name                          | rear/Course    | Signature         |
| 1          | 3036120054               | S.S.Coilam                            | 272.RPhDM      | SSSSIRa           |
| 2.         | 20361Rc037               | K. Pravcen                            | 30d 13. phorms | K?                |
| 3.         | 203G1R0007               | A. Marikarta                          | 38 B. pharm    | A railet          |
| 4.         | 20361R0055               | S. Pradeep                            | 380 B. pharm   | Si Pradeep.       |
| 5.         | 203G 1R0046              | Md. Yusif                             | 38d B. phax m  | Dusa              |
| 6.         | 2036120019               | chivamsi Vikram                       | 3rd B. Harm    | Olyour vay        |
| <u> 7.</u> | 203G1R000G               | A TYOTIHI VARA PRASAD                 | gra gdie <     | Dypout            |
| 8-         | 2039120029               | G. Sivakumax                          | 3rd B. phaxm.  | Ghirolanas.       |
| <b>q.</b>  | 203G1R0056               | S. Leclarathi                         | 3rd B. Marm    | S. Leelara thi    |
| 10         | 20341R0034               | K. Deepta                             | 3rd B. phagne  | t. Despile        |
| 11.        | 203618035                | 6- Soutepalnie                        | 3 rd B. Maun   | 1                 |
| 12         | 203G1R0040               | K. Mohiti                             | 3rd B Phairm   | <del>Jan</del>    |
| 13_        | 203G1R0026               | G. Keerthi                            | 3rd B. Pharm   | Con-              |
| 14.        | 203GIR0028               | a. saranya                            | 3rd Bipharm    | Swany -           |
| 15         | 203GIR0003               | A. Varsha Ahiipama                    | 3rd B. pharm   | A.V. Anupama      |
| 16_        | 20361R0012               | B. Vignita                            | 30 B. Sham     | Vegnita           |
| 17         | 20361R0038               | K.P. S. S. Anvitha                    | 3rd B. pharm   | Anvitto           |
| 18         | 203G1R003L               | K. Meghna Kavya                       | 3101 R. phaim  | Karyer            |
| 19         | 20761R0050               | O.G. A. Rajesunii                     | J'd R. phaem   | RajedWal;         |
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| 26         | 20361R0067               | D. Romaksishna<br>K. Ratna Bree       | 3rd B. Pharm   | (Lambourho        |
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| 4-3  | 223G1T0014   | C1 Warsha Sri                    | 15t PHARM-D       | G. Vashani        |
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|     | 223G1R0082               | N. Bhavya Sn<br>N. Iswarya<br>P. Chandini<br>P.L. Bhavishya<br>P. Priya Jasmin<br>G. Chaitanya<br>N. Gayath<br>N. Gayath<br>N. H.S. Sn Chandana | 1st B. pharm  1st B. pharm | N. Bhayasn'<br>N. Isoocya.<br>P. Chandri |
| 75. | 223G1R0078               | P. Bharishua  | 1st Bieham   | P.L. Bhavishya                           |
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PRINCIPAL College

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# GRIEVANCE REDRESSAL COMMITTEE

#### **MINUTES OF MEETING**

Chairman of the committee hasaddressed all the members gathered at principal chamber on 19-07-2022 at 3:30 pm regarding the newly constituted members for Grievances & Redressals Committee.

The Convener had delivered about the following objectives

- 1. The Grievance & Redressal Committee's primary responsibility is to ensure that students, faculty, and staff members have a conducive academic environment that allows them to perform their duties efficiently. The committee should focus on establishing a structured approach to identify, address and resolve any grievances that may arise within the college. To achieve this, the committee should consider implementing several measures such as:
- a) Grievance Redressal Cell: The process of receiving and addressing grievances raised by students, faculty, and staff.
- b) Organizing Awareness Programmes: The committee need to conduct awareness programmes for students, faculty, and staff on how to raise grievances and address them through appropriate channels.
- c) Monitoring Grievance Redressal Progress: The committee should monitor the progress of grievances to ensure that they are addressed and resolved within the stipulated timelines. The committee should also identify any issues that may hinder the resolution process and implement corrective measures accordingly.
- d)Addressing & Solving any Grievances raised by students or staff: The committee should follow mechanism for receiving and addressing grievances raised by students or staff members.

The Grievance Redressal Cell should establish a structured approach for receiving grievances, such as through an online portal or in-person submission. The committee should ensure that the cell maintains a record of all grievances raised and their

cases, it may be necessary to escalate the grievance to the management or the governing body for resolution. The committee should establish a timeline for resolving grievances and keep the stakeholders informed of the progress of the grievance resolution process.

In conclusion, the Grievance & Redressal Committee plays a vital role in maintaining a conducive academic environment. The committee should develop an action plan that focuses on addressing grievances raised by students, faculty, and staff and ensure that they are resolved in a timely and efficient manner. The committee should also implement measures to prevent grievances from arising and promote a positive academic environment for all.

The following members had attended the meeting.

| S.No | Name of the Member   | Role     | Signature |
|------|----------------------|----------|-----------|
| 1    | Dr. D. Sathis Kumar  | Chairman | 16)       |
| 2    | Dr. CH. Phani Kumar  | Convener |           |
| 3    | Mrs. G.Sri Devi      | Member   | thoust    |
| 4    | Ms. B. Sujiya        | Member   |           |
| 5    | Ms. K. Pushpa Latha  | Member   | (3)       |
| 6    | Mr. C. L. Prasad Rao | Member   | Puglia.   |
| 7    | V. Srinivasa Rao     | Member   | freld hy  |
| 8    | Pandrangi Sathi Babu | Member   | 1 Suli    |
| 9    | V S S Manoja         | Member   | (andreis) |
| 10   | Pratiyush Srivastava |          | renj      |
| 11   | P. Sharon Priyanka   | Member   | making    |
| 12   | Shivani Kumari       | Member   | Thomas    |
|      |                      | Member   | Matel.    |

Copy to:

1. All members in the committee

2. IQAC

Principal SRINCIPAL

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Date:29-12-2022

Awareness Programme on "Building a Safe and Inclusive Campus -Empowering Students and Staff Through Grievance Redressal"

Date of Event: 28-12-2022

Venue: Seminar Hall (second Floor)

No of students Attended: 89

Speaker: Dr. M. Eswar Gupta (Krupanidhi college of Pharmacy, Bangalore)

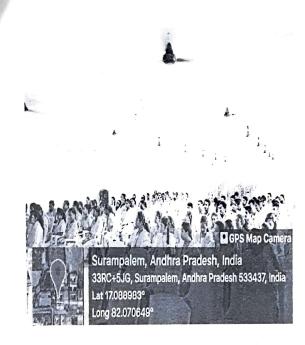
The speaker addressed the importance of creating a safe and inclusive campus for all students and staff members. They highlighted the need for an effective Grievance Redressal mechanism to empower all students and staff members and address any issues or concerns they may face.

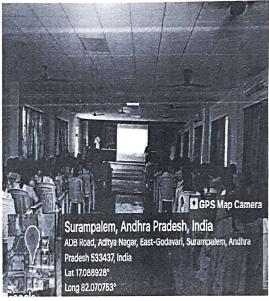
The "Building a Safe and Inclusive Campus - Empowering Students and Staff Through Grievance Redressal" programme aimed at educating students and staff members about their rights and the Grievance Redressal mechanism in the institution. The programme will provide attendees with a better understanding of the importance of addressing grievances and resolving conflicts in a timely and effective manner.

The speaker emphasized that a safe and inclusive campus is essential for the holistic development of students and the productivity of staff members. Through this programme, attendees will be encouraged to speak up and report any issues they may face without fear of retaliation or discrimination.

In conclusion, the awareness programme is a crucial step towards creating a safe and inclusive campus for all. It is important that every student and staff member understands their rights and the role of the Grievance Redressal mechanism in maintaining a healthy and productive campus environment.

Finally, the programme get concluded with the vote of thanks by Mr. K. Pydi raju garu.





#### Copy to:

- 1. All members in the committee
- 2. IQAC

Principal
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Pharmacy College
SURAMPALEM-533 437

PRINCIPAL College
Pharmacy
SURAMPALEM-533 437



### ADITYA PHARMACY COLLEGE

#### ADITYA NAGAR, ADB ROAD

#### **SURAMPALEM**

80

Date: 28-12-2022

**A.Y**- 2022-23

Name of the Event: "Building a Safe and Inclusive Computer Fromering students and staff Through Grievanu fedrusal"

Participation list

| S. No | Roll Number              | Student Name                        | Year/Course      | Signature       |
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| 1.    | 183G1R0072               | P. Geetha Satyasii<br>Shanik Mondal | iv-Bpharm        | G000            |
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| 5     | 193611 R0066             | N. Sandhya                          | IV. Biphasmary   | N. Sodnup       |
| 6     | 19361R0085               | S. Anitha                           | I B. Phasmali    | S-Autu-         |
| 3     | 193G1R0058               | Misigitha                           | IV - Bisharmacin | Suptre          |
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Aditya Pharmacy College
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# INTERNAL COMPLIANTS COMMITTEE

Ph: 98665 76663 Email: office@adityapharmacy.edu.in Website: www.adityapharmacy.edu.in

Ref: APC/ICC/2022-23/MOM/1

Date:21-06-2022

#### MINUTES OF MEETING

The meeting was held at the Principal Chamber and commenced at 3:30 pm dated on 20<sup>th</sup> of June 2022. All the members of the ICC committee were attended, and the meeting agenda was as follows was discussed:

Providing orientation to the members regarding their roles and responsibilities: The convener of the committee addressed the members and welcomed them to the meeting. The convener explained the importance of the ICC and the need for its effective functioning. The orientation session began with the convener providing a detailed overview of the roles and responsibilities of the ICC members. The members were informed about their duties in handling complaints and ensuring a safe and secure environment for the students as per the guidelines.

Organizing a program to enhance the interaction between the students and the committee members: The convener then discussed the need to improve the interaction between the students and the committee members. It was decided to organize an awareness program to enhance the students' knowledge about the ICC and its functions. The members suggested various activities to be included in the program, such as seminars, workshops, and interactive sessions. The committee decided for organising an awareness programme to create awareness among the students.

The convener requested the members to strictly follow the guidelines laid down by the regulatory authorities while handling complaints. The meeting concluded with the convener thanking the members for their valuable inputs and requesting them to actively participate in the upcoming awareness program.

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Aditya Pharmacy College
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Ph: 98665 76663 Email: office@adityapharmacy.edu.in Website: www.adityapharmacy.edu.in

Signed: Members Attended:

| S.No | Name of the Committee<br>Member | Designation         | Role              | Signature |
|------|---------------------------------|---------------------|-------------------|-----------|
| 1    | Mr.T.Uday Kumar                 | Associate Professor | Presiding Officer | W         |
| 2    | Mrs. G. Sri Devi                | Associate Professor | Convener          | A         |
| 3    | Ms.M.Sunitha                    | Office staff        | Member            |           |
| 4    | Mr.R.Anand                      | Lab Technician      | Member            | MA        |
| 5    | Mithilesh Kumar<br>Chauhan      | Student             | Member            | wit       |
| 6    | Manisha Lahkar                  | Student             | Member            | routh     |
| 7    | Polimera Sri Chandana           | Student             | Member            | Chandons  |

1- Odcy alcuma . ICC presiding Officer

Copy to:

1. All members of the committee

2. IQAC

Principal

Aditya Pharmacy College SURAMPALEM-533 437

Ph: 98665 76663 Email: office@adityapharmacy.edu.in Website: www.adityapharmacy.edu.in

Ref: APC/ICC/2022-23/MOM/2

Date: 25-11-2022

#### MINUTES OF MEETING

**Agenda:** Awareness Programme on "Know Your Rights: Understanding the Internal Complaints Committee".

An awareness programme with a theme "Know Your Rights: Understanding the Internal Complaints Committee" was held on 02-02-2023. The programme has created awareness among students and staff members about their rights and the role of ICC in ensuring a safe and healthy work environment. The programme hastaken place on 20-02-2023 at the seminar hall from 10:00 AM to 11:30 PM.

The speaker Dr. Bhaskar garuhas delivered about the laws protecting against harassment in work place. Also, he guided about the way to approach regarding any breach to their rights and to whom they should report at work place. Students from Pharm.D, M. Pharmacy&B. Pharmacywere attended the programme. The programme had created an understanding of functions, and the process of reporting and resolving harassment issues etc.

Speaker had addressed on various aspects of the ICC committee and answeredto the questions raised by the students and staff.

Finally, the convener of the committee T. Uday kumar garu had concluded the programme by reminding that their participation in the programme would not only help them to understand their rights but also contribute towards building a safe and healthy work environment.

#### Action Items at:

- ✓ All members of the ICC committee are to ensure that the programme is well-publicized among the students and staff members.
- ✓ The attendees were encouraged to participate actively in the programme and make the staff and students to ask them about queries.

Approved by AICTE & PCI — NEW DELHI, Affiliated to JNTU KAKINADA (Formerly known as Aditya Institute of Pharmaccutical Sciences & Research)

Ph: 98665 76663 Email: office@adityapharmacy.edu.in Website: www.adityapharmacy.edu.in

#### Members Attended:

| S.No | Name of the Committee<br>Member | Designation         | Role              | Signature |
|------|---------------------------------|---------------------|-------------------|-----------|
| 1    | Mr.T. Uday Kumar                | Associate Professor | Presiding Officer | w         |
| 2    | Mrs. G. Sri Devi                | Associate Professor | Convener          | 0         |
| 3    | Ms. M. Sunitha                  | Office staff        | Member            | 4         |
| 4    | Mr. R.Anand                     | Lab Technician      | Member            | A-4       |
| 5    | Mithilesh Kumar<br>Chauhan      | Student             | Member            | wh        |
| 6    | Manisha Lahkar                  | Student             | Member            | Memyh     |
| 7    | Polimera Sri Chandana           | Student             | Member            | Chendona  |

1. Udaya Kumar.
ICC presiding Officer

Copy to:

1. All members of the committee

2. IQAC

Aditya Pharmacy College
SURAMPALEM-533 437

Date:25-11-2022

### Awareness Programme On "Know Your Rights: Understanding the Internal Complaints Committee"

**Date of Event:24-11-2022** 

Venue: Seminar Hall (second Floor)

No of students Attended: 75

Speaker: Dr. K. V. S. G. Murali Krishna

(Director (Academic Planning), JNTU Kakinada)

Dr. K. V. S. G. Murali Krishna garu, Director of Academic Planning from JNTU Kakinada as a speaker addressed that In today's world, the safety and well-being of individuals in any organization is of utmost importance. Every individual has the right to work in a safe and healthy environment, free from any form of harassment or discrimination. In this regard, organizations have taken various steps to ensure that the safety and rights of their employees are protected. One such step is the establishment of an Internal Complaints Committee (ICC).

The Speaker addressed that ICC is a committee set up in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The primary objective of the ICC is to ensure that every employee, especially women, has the right to work in an environment that is free from sexual harassment. The ICC is responsible for receiving complaints of sexual harassment and ensuring that they are resolved in a timely and effective manner.

It is essential for every employee to be aware of their rights and the role of the ICC. This will help them to identify and report any instances of harassment and take necessary steps towards resolving the issue. An awareness programme on the ICC is a step towards creating such awareness among the employees.

NEW DELHI, Affiliated to JNTU KAKINADA (Formerly known as Aditya Institute of Pharmaceutical Sciences & Research)

Ph: 98665 766 Email: office@adliyapharmacy.edu.h Website: www.adliyapharmacy.edu.h

The "Know Your Rights: Understanding the Internal Complaints Committee" programme is an initiative aimed at creating awareness among students and staff members about their rights and the role of the ICC in ensuring a safe and healthy work environment. The programme will provide attendees with a better understanding of the ICC, its functions, and the process of reporting and resolving harassment issues. This will help them to identify and report any instances of harassment in the future.

In conclusion, this programme is an important initiative towards creating awareness about the rights of employees and ensuring a safe and healthy work environment. It is essential that every employee, especially women, be aware of their rights and the role of the ICC. The " programme is a step towards achieving this goal in maintenance of institution healthy environment.



**ICC Presiding Officer** 

Copy to:

- 1. All members of the committee
- 2. IQAC

Principal PRINCIPAL Aditya Pharmacy College SURAMPALEM-533 437



## ADITYA PHARMACY COLLEGE

### ADITYA NAGAR, ADB ROAD

#### **SURAMPALEM**

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Date: 24-11-2022

A.Y- 2022-23

Name of the Event: Khow your fight: Understanding the Indernal Committee"

#### Participation list

|                  |   | Year/Cours        |  |
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| s Roll           | G. Land Name  | Year/Cours        | Signature  |
| D. how           | Student Name  | e                 | Garage   |
| No Number        | P. Geetha Satya Sri<br>Shamik Mordan  | W-Bpharmary       | Goof.  |
| 1. 183G1R0072    | p. Gootha Sacra   | D. B. Pharmay     | (P. 2)   |
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|       | 936180014     |                      | 10 B. PASIM                             | Saikiran   |
|       | 936184015     | B. Rajani            | W. B. phann                             | Karan  |
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