

**GRIEVANCE
REDRESSAL
COMMITTEE**



ADITYA COLLEGE OF PHARMACY

Approved by PCI, Recognized by UGC (Section 2f)

ISO 9001:2015 Certified Institution

NAAC "A" Accredited with CGPA of 3.24



DATE: 01/04/2024

CIRCULAR

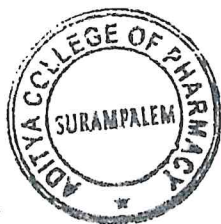
All the grievance redressal committee members are hereby informed to attend the meeting in the principal's chamber, at 3:30pm on 02/04/2024 to discuss about the grievances reported. It is expected that all the grievance redressal committee members should attend the meeting without fail.

AGENDA:-

1. Discuss the occurred grievances
2. Plan for methods to prevent such grievances
3. Report update on implementation of plan of action of the academic year 2023-2024

Copy to:-

1. All the members of the committee
2. IQAC



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SURAMPALAM- 533 437



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ISO 9001:2015 Certified Institution

NAAC "A" Accredited with CGPA of 3.24



Date: 03/04/2024

MINUTES OF MEETING

Coordinator has welcomed all the grievance redressal committee members to the meeting which is being conducted in principal's chamber at 3:30 pm on 02/04/2024.

Then the co-ordinator has delivered the objectives of the meeting and is as follows:-

1. Discuss the occurred grievances
2. Plan for methods to prevent such grievances
3. Report update on implementation of plan of action of the academic year 2023-2024

Co-ordinator along with grievance redressal committee members have discussed about how to fulfil the objectives.

SNO	POSITION	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGN
1.	Chairman	Dr. Ravi Shankar Kakaraparth	Principal & Professor	
2.	Coordinator	Dr. Divya S Nair	Assistant Professor	
3.	Member	Mrs. Vuyyuri Bhaargavi	Assistant Professor	
4.	Member	Mrs. P. Prasanthi	Associate Professor	
5.	Member	Dr. K. Amulya	Assistant Professor	
6.	Member	Ms. B. V. Renuka Sai Sree	Assistant Professor	
7.	Member	Abhishek Paul	Student	

Copy to:-

1. All the members of the committee
2. IQAC

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DATE: 28/11/2023

CIRCULAR

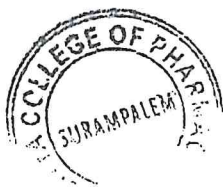
All the grievance redressal committee members are hereby informed to attend the meeting in the principal's chamber, at 3:30pm on 29/11/2023 to discuss about the grievances reported. It is expected that all the grievance redressal committee members should attend the meeting without fail.

AGENDA:-

1. Discuss the occurred grievances
2. Plan for methods to prevent such grievances
3. Report update on implementation of plan of action of the academic year 2023-2024

Copy to:-

1. All the members of the committee
2. IQAC



[Signature]
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SURAMPALAM- 533 437



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Date: 30/11/2023

MINUTES OF MEETING

Coordinator has welcomed all the grievance redressal committee members to the meeting which is being conducted in principal's chamber at 3:30 pm on 29/11/2023.

Then the co-ordinator has delivered the objectives of the meeting and is as follows:-

1. Discuss the occurred grievances
2. Plan for methods to prevent such grievances
3. Report update on implementation of plan of action of the academic year 2023-2024

Co-ordinator along with grievance redressal committee members have discussed about how to fulfil the objectives.

SNO	POSITION	NAME OF THE COMMITTEE MEMBERS	DESIGNATION	SIGN
1.	Chairman	Dr. Ravi Shankar Kakaraparthi"	Principal & Professor	
2.	Coordinator	Dr. Divya S Nair	Assistant Professor	
3.	Member	Mrs. Vuyyuri Bhaargavi	Assistant Professor	
4.	Member	Mrs. P. Prasanthi	Associate Professor	
5.	Member	Dr. K. Amulya	Assistant Professor	
6.	Member	Ms. B. V. Renuka Sai Sree	Assistant Professor	
7.	Member	Abhishek Paul	Student	

Copy to:-

3. All the members of the committee
4. IQAC



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SURAMPALAM- 533 437

INTERNAL
COMPLAINT COMMITTEE
2023-2024

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)
(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)
Website:www.acop.edu.in, Email:office@acop.edu.in

Date: 08-07-2023

CIRCULAR

A meeting of the Internal Complaint Committee will be held on 09-07-2023 at 2:00PM in the Seminar Hall of Aditya college of pharmacy. All the members of the Internal Complaint Committee are requested to attend the meeting without fail.

AGENDA

- Introduce new members of the committee.
- Addressing the new members about the role they need to perform
- The mechanism of ICC was explained along with its significance.
- Plan to conduct awareness program and Elocution for students and staff.

The following members of Internal Complaint Committee attended the meeting:

S. No.	Name of Faculty Member	Designation	Position	Signature
1.	Mrs. A. Swetha	AssistantProfessor	Presiding Officer	<i>A. Swetha</i>
2.	Mrs. B.N.B. Vaidehi	Associate Professor	Coordinator-1	<i>B.N.B. Vaidehi</i>
3.	Mrs. N. Divya	Associate Professor	Coordinator-2	<i>N. Divya</i>
4.	Mrs. K. Vedavathi	Office Incharge	Member	<i>K. Vedavathi</i>
5.	Mrs. K. Swathi	Lab Technician	Member	<i>K. Swathi</i>
6.	M. Rupika Reddy(203H1R0076)	Student	Member	<i>M. Rupika Reddy</i>
7.	Ch. Srikalyani(203H1R0009)	Student	Member	<i>Kaljin</i>
8.	S. Srilakshmi(193H1T0019)	Student	Member	<i>S. Srilakshmi</i>

A. Swetha
ICC Presiding Officer

D. Anand
Principal



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(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)

Website:www.acop.edu.in, Email:office@acop.edu.in

Date: 09-07-2023

MINUTES OF MEETING OF THE INTERNAL COMPLAINT COMMITTEE

HELD ON Dt: 09-07-2023 AT 2:00PM

A meeting of Internal Complaint Committee was held on 09-07-2023 at 2:00pm in the Seminar Hall of Aditya college of Pharmacy. Dr. K.Ravi Shankar, Chairman presided over the meeting.

AGENDA

- Introduce new members of the committee.
- Addressing the new members about the role they need to perform
- The mechanism of ICC was explained along with its significance.
- Plan to conduct awareness program and elocution for students and staff.

MINUTES

- The presiding officer introduced the new members of the committee.
- The mechanism of ICC was explained along with its significance.
- The plan to conduct various awareness program was unanimously accepted by all.

The following members of Internal Complaint Committee attended the meeting:

S.No.	Name of Faculty Member	Designation	Position	Signature
1.	Mrs. A. Swetha	Assistant Professor	Presiding Officer	<i>A. Swetha</i>
2.	Mrs. B.N.B. Vaidehi	Associate Professor	Coordinator-1	<i>B.N.B. Vaidehi</i>
3.	Mrs. N. Divya	Associate Professor	Coordinator-2	<i>N. Divya</i>
4.	Mrs. K. Vedavathi	Office Incharge	Member	<i>K. Vedavathi</i>
5.	Mrs. K. Swathi	Lab Technician	Member	<i>K. Swathi</i>
6.	M.Rupika Reddy(203H1R0076)	Student	Member	<i>Rupika Reddy</i>
7.	Ch. Srikalyani(203H1R0009)	Student	Member	<i>Kalyani</i>
8.	S. Srilakshmi(193H1T0019)	Student	Member	<i>S. Srilakshmi</i>

A. Swetha
ICC Presiding Officer



K. Ravi Shankar
PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM- 533 437

ANTI RAGGING
COMMITTEE
2023-2024

ADITYA COLLEGE OF PHARMACY

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(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664)

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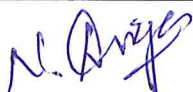



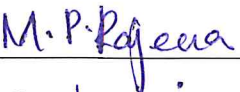
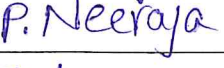

Date:04-12-2023

CIRCULAR

A meeting of the Anti Ragging Committee will be held on 05-12-2023 at 12:30 PM in the Seminar Hall of Aditya college of pharmacy. All the members of the Anti Ragging Committee have to attend the meeting without fail.

AGENDA

1. Approval of list of faculty deputed at various places to prevent ragging within campus.
2. Approval of list of faculty deputed at various places to prevent ragging outside campus.
3. To obtain undertaking from all seniors and junior students.
4. Approval of guidelines for Anti Ragging.

S.No.	Name of Faculty Member	Designation & Dept	Signature
1.	Dr. K.Ravi Shankar	Principal & Chairman	
2.	Ms. M.Vinny Therissa	Assistant Professor & Convener	
3.	Mrs. N.Divya	Assoc. Prof, Dept Of Pharmaceutical Analysis	
4.	Mrs.Seshasaidurga	Asst. Professor, Dept of Pharmaceutics	
5.	Mr.B.Raju	Asst. Prof, Dept of Pharmaceutical Chemistry	
6.	Salahu Kabiraj (203H1R0055)	Student of IV B.Pharmacy	
7.	M.Purna Rajeeva (203H1T0015)	Student of IV Pharm D	
8.	P.Neeraja (213H1R0079)	Student of III B.Pharmacy	
9.	Sh.Anwar basha (213H1T0022)	Student of III Pharm D	


CONVENER

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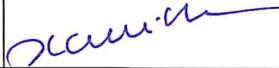

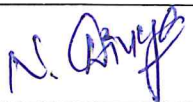
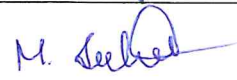


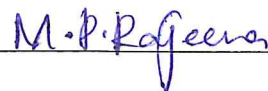
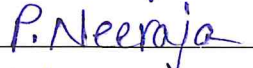

Website:www.acop.edu.in, Email:office@acop.edu.in

MINUTES OF MEETING OF THE ANTI-RAGGING COMMITTEE

HELD ON Dt: 05-12-2023 AT 12.30 PM

A meeting of Anti Ragging Committee was held on 05-12-2023 at 12.30 pm in the Seminar Hall of Aditya college of Pharmacy. Dr. K.Ravi Shankar, Chairman presided over the meeting.

The following members of Anti Ragging Committee attended the meeting:

S.No.	Name of Faculty Member	Designation & Dept	Signature
1.	Dr. K.Ravi Shankar	Principal & Chairman	
2.	Ms. M.Vinny Therissa	Assistant Professor & Convener	
3.	Mrs. N.Divya	Assoc. Prof, Dept Of Pharmaceutical Analysis	
4.	Mrs.Seshasaidurga	Asst. Professor, Dept of Pharmaceutics	
5.	Mr.B.Raju	Asst. Prof, Dept of Pharmaceutical Chemistry	
6.	Salahu Kabiraj (203H1R0055)	Student of IV B.Pharmacy	
7.	M.Purna Rajeena (203H1T0015)	Student of IV Pharm D	
8.	P.Neeraja (213H1R0079)	Student of III B.Pharmacy	
9.	Sh.Anwar basha (213H1T0022)	Student of III Pharm D	

AGENDA

1. To finalize the action plan to curb the incidence of ragging in the college campus as well as outside the campus.
2. Approval of list of faculty deputed at various places to prevent ragging within campus.

3. Approval of list of faculty deputed at various places to prevent ragging outside campus.
4. To obtain undertaking from all seniors and junior students.
5. Approval of guidelines for Anti Ragging.

RESOLUTIONS

1. During last academic year it has been observed by the anti-ragging committee that some of the indiscipline incidence happened at the ball canteen, college main canteen, waiting halls and within the buses. The chairman has invited suggestion from the present committee members to eradicate the same. The members had a thorough discussion and it is unanimously resolved the action plan to curb the incidence of ragging in the college campus as well as outside the campus.
2. Based on the invitation from the chairman the committee members have suggested to form a committee with some of the senior faculty to eradicate the ragging within the campus during working hours. It is unanimously resolved the faculty list deputed at various places within the campus.
3. During the discussion it is came to know some of indiscipline activities happened in the bus during course of journey. As some of the faculty traveling in student buses, the members have suggested deputing some of the faculty to observe discipline at boarding points as well as during course of journey. It is unanimously resolved the faculty list deputed at various boarding points outside the campus.
4. As it is a regular practice to collect undertaking forms from all seniors and juniors the committee members have accepted to continue the same. It is unanimously resolved to take undertaking from all senior and junior students.
5. At last the committee has finalized the guidelines for the anti-ragging within and outside the campus. It is unanimously resolved approving the guidelines for Anti-Ragging.



Convener

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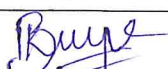
Date:09-01-2024

CIRCULAR

A meeting of the Anti Ragging Squad Committee will be held on 10-01-2024 at 3:30 PM in the Seminar Hall of Aditya college of Pharmacy. All the members of the Anti Ragging Squad Committee have to attend the meeting without fail.

AGENDA

1. Approval of list of faculty deputed at various places to prevent ragging within campus.
2. Approval of list of faculty deputed at various places to prevent ragging outside campus.
3. To obtain undertaking from all seniors and junior students.
4. Approval of guidelines for Anti Ragging.

S.No.	Name of Faculty Member	Designation & Dept	Contact no.	Signature
1.	Dr. K.Ravi Shankar	Principal & Chairman	9000576662	
2.	M.Vinny Therissa	Convener	9121667124	
3.	Dr.K.Ramakrishna	Assoc. Prof, Dept of Pharmaceutical Chemistry	8639002189	
4.	Mrs.V.Bhargavi	Asst. Prof, Dept of Pharmacology	8142027795	



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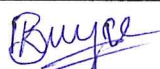
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MINUTES OF MEETING OF THE ANTI-RAGGING SQUAD COMMITTEE

HELD ON Dt: 10-01-2024 at 3:30 PM

A meeting of Anti Ragging Squad Committee was held on 10-01-2024 at 3.30pm in the Seminar Hall of Aditya college of Pharmacy. Dr. K.Ravi Shankar, Chairman presided over the meeting.

The following members of Anti Ragging Squad Committee attended the meeting:

S.No.	Name of Faculty Member	Designation & Dept	Contact no.	Signature
1.	Dr. K.Ravi Shankar	Principal & Chairman = =	9000576662	
2.	M.Vinny Therissa	Convener	9121667124	
3.	Dr.K.Ramakrishna	Assoc. Prof, Dept of Pharmaceutical Chemistry	8639002189	
4.	Mrs.V.Bhargavi	Asst. Prof, Dept of Pharmacology	8142027795	

AGENDA

1. To finalize the action plan to curb the incidence of ragging in the college campus as well as outside the campus.
2. Approval of list of faculty deputed at various places to prevent ragging within campus.
3. Approval of list of faculty deputed at various places to prevent ragging outside campus.
4. To obtain undertaking from all seniors and junior students.
5. Approval of guidelines for Anti Ragging.
6. To approve for the sudden visits to monitor if any ragging incidents are happening.

CONVENER

- **Functions of Antiragging Squads Committee:**

- The Anti Ragging Squad will work as stipulated in the mentioned “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” and would be responsible for maintaining vigil/watch, oversight and patrolling function and shall remain mobile, alert and active at all times.
- The members of the committee move around the college and hostels to check if there is any incident of ragging. Anti Ragging posters have been displayed in Academic Blocks. The Anti ragging squad committee has interacted with the students and periodic monitoring was done if they are facing any problems regard of ragging.
- The squads are empowered to make surprise raids near the places vulnerable to incidence and counsel the students for their discipline and cohesiveness in the hostel so that no untoward incidence occur in the campus premises as well as other places vulnerable and having the potential of ragging, on the spot enquiry into any incident of reported ragging and submit the report along with recommendation to the Anti Ragging Committee.
- At the start of academic session, the faculty members are also informed to stay in the hostels at night time for a period of 15 to 20 days to curb any possibilities of ragging.
- The Anti ragging squads take rounds at canteens, rest cum recreational room, toilets, bus points which would augur well in preventing/quelling ragging and any uncalled-for behavior or incidents.
- The phone no's of the incharges are displayed in the college campus as well as in busses. The students and the parent or guardian community are also made aware of the anti-ragging helpline(1800-180-5522). The students are informed that legal action will be taken against if they are involved in the ragging.



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