

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL
COMMITTEE
2021-22

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

14.07.2021


OFFICE ORDER

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-06 Dated March 23, 2013. Grievance redressal mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2021-22.

S. No.	Name	Designation	Role
1	Dr . M Venkata Ramana	Principal	Chairman
2	Dr.khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana rao	Assistant Professor	Member
6	Mr Fareesa Ahmed	Student Member	Member
7	Ms Mahreen Begum	Student Member	Member

OBJECTIVES OF THE COMMITTEE


1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, there by maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.
7. Online grievance through mail id: grievance.acp@gmail.com


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Roles & Responsibilities of the Committee:

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 16.07.2021

CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2021 at 03:30PM in principal chamber. All the members are requested to attend the meeting.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. IQAC coordinator
2. All HODs
3. Administrative Officer
4. Accounts Officer
5. e. ExamBranch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 17/07/2021


As per the circular, ACP/PRIN/GRC/2021-22/CIR-01 dated 16/07/2021. A meeting was held on 17/07/2021 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Role	Role
1	Dr . M Venkata Ramana	Chairman	Chairman
2	Dr.khaja pasha	Coordinator	Coordinator
3	Mr Mohammed Khan	Member	Member
4	Mrs Sara banu	Member	Member
5	Mrs Archana rao	Member	Member
6	Mr Fareesa Ahmed	Student Member	Member
7	Ms Mahreen Begum	Student Member	Member

The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM,
3. Grievance boxes will be opened in the presence of chairman (convener) and IQAC Coordinator.
4. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.



PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 18.07.2021

CIRCULAR

This is to inform to all the members of grievance redressal committee that a meeting is scheduled on 20/07/2021 at 02:30 AM in principal chamber. All the members are requested to attend.


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/07/2021 in presence of the following members.

1. Chairman – Dr. M Venkata Ramana, Principal
2. Coordinator- Dr Khaja Pasha, Professor

After Opening the grievance boxes, the total grievances received are found to be "0"


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer
4. Exam Branch
5. Library

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 20/07/2021

As per the circular, ACP/PRIN/GRC/2021-22/CIR-02 dated 20/07/2021. A meeting was held on 20/07/2021 with all the members of grievance redressal committee.

The following members were present:


S. No.	Name	Designation	Role
1	Dr . M Venkata Ramana	Principal	Chairman
2	Dr.khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana rao	Assistant Professor	Member
6	Mr Fareesa Ahmed	Student Member	Member
7	Ms Mahreen Begum	Student Member	Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/07/2021

Grievance received:

A total of "2" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee Members, committee feels that "2". Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/07/2021	Request to establish uninterrupted Wi-Fi facility in student rooms	Accepted
2	20/07/2021	Request to repair the student tables as they are completely damaged	Accepted


PRINCIPAL
or
GRIEVANCE REDRESSAL COMMITTEE
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 19.03.2022

CIRCULAR

This is to inform to all the members of grievance redressal committee that a meeting is scheduled on 20/03/2022 at 02:30 AM in principal chamber. All the members are requested to attend.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 21/03/2022 in presence of the following members.

1. Chairman – Dr. M Venkata Ramana Principal
2. Coordinator- Dr Khaja Pasha Professor

After Opening the grievance boxes, the total grievances received are found to be "1"


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2021-22/CIR-03

Date: 20/03/2022

CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 23/03/2022 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/03/2022. All members are requested to attend meeting.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 23/03/2022

As per the circular, ACP/PRIN/GRC/2021-22/CIR-03 dated 20/03/2022. A meeting was held on 23/03/2022 with all the members of grievance redressal committee.

The following members were present:


S. No.	Name	Designation	Role
1	Dr . M Venkata Ramana	Principal	Chairman
2	Dr.Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana rao	Assistant Professor	Member
6	Mr Fareesa Ahmed	Student Member	Member
7	Ms Mahreen Begum	Student Member	Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/03/2022

Grievance received:

A total of "0" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "0". Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	23/03/2022	NIL	NIL


Coordinator

GRIEVEANCE REDRESSAL COMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

To,

The coordinator
Internal Quality Assurance cell
Azad College of Pharmacy
Moinabad.

Sub: Report on grievances received from stake holders during the academic year 2021-22 reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2021-22, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
i	20/07/2021	Request to establish uninterrupted Wi-Fi facility in student rooms	As per students request established uninterrupted Wi-Fi facility in canteen, library	Completed
2	20/07/2021	Request to repair the student tables as they are completely damaged	As per student request repaired all the student tables as they are completely damaged	Completed
3	23/03/2022	NIL	NIL	NIL

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.


Coordinator

GRIEVANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad

GRIEVANCE REDRESSAL
COMMITTEE
2020-21

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

OFFICE ORDER


Date: 14/07/2020

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2020-21.

S. No.	Name	Designation	Role
1	Dr . M Venkata Ramana	Principal	Chairman
2	Dr.Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana rao	Assistant Professor	Member
6	Mr Fareesa Ahmed	Student Member	Member
7	Ms Mahreen Begum	Student Member	Member

OBJECTIVES OF THE COMMITTEE


1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, there by maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that anyparty to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.
7. Online grievance through mail id: grievance.acp@gmail.com


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Roles & Responsibilities of the Committee:

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 16.07.2020

CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2020 at 03:30 PM in principal chamber. All the members are requested to attend the meeting.


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. IQAC coordinator
2. All HODs
3. Administrative Officer
4. Accounts Officer
5. .Exam Branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 17/07/2020


As per the circular, ACP/PRIN/GRC/2020-21/CIR-01 dated 16/07/2020. A meeting was held on 17/07/2020 with all the members of grievance redressal committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2.	Dr.Khaja Pasha	Professor	Coordinator
3.	Mr Mohammed Khan	Associate Professor	Member
4.	Mrs Sara banu	Assistant Professor	Member
5.	Mrs Archana Rao	Assistant Professor	Member
6.	Mr Fareesa Ahmed	Student Member	Member
7.	Ms Mahreen Begum	Student Member	Member

The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2020-21/CIR-02

Date: 18.07.2020

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 20/07/2020 at 02:30 AM in principal chamber. All the members are requested to attend.


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabed, R. R. Dist.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/07/2020 in presence of the following members.

1. Chairman – Dr. M Venkata Ramana , Principal
2. Coordinator- Dr Khaja Pasha, Professor

After Opening the grievance boxes, the total grievances received are found to be "0"


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

- 1 All HODs
- 2 Administrative Officer
- 3 Accounts Officer
- 4 Exam Branch
- 5 Library

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 20/07/2020

As per the circular, ACP/PRIN/GRC/2020-21/CIR-02 dated 20/07/2020. A meeting was held on 20/07/2020 with all the members of grievance redressal committee.

The following members were present:


S. No.	Name	Designation	Role
1	Dr . M Venkata Ramana	Principal	Chairman
2	Dr.Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana rao	Assistant Professor	Member
6	Mr Fareesa Ahmed	Student Member	Member
7	Ms Mahreen Begum	Student Member	Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/07/2020.

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/07/2020	Request to please resolve issue in noise online class	Accepted


Coordinator
GRIEVANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

21/03/2021

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 21/03/2021 in presence of the following members.

1. Chairman – Dr. M Venkata Ramana , Principal
2. Coordinator- Dr Khaja Pasha , Professor

After Opening the grievance boxes, the total grievances received are found to be "0"


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2020-21/CIR-03

Date: 20/03/2021

CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 23/03/2021 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/03/2021. All members are requested to attend meeting.


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 23/03/2021

As per the circular, ACP/PRIN/GRC/2020-21/CIR-03 dated 20/03/2021. A meeting was held on 23/03/2021 with all the members of grievance redressal committee.

The following members were present:

S. No.	Name	Designation	Role
1	Dr . M Venkata Ramana	Principal	Chairman
2	Dr.Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana rao	Assistant Professor	Member
6	Mr Fareesa Ahmed	Student Member	Member
7	Ms Mahreen Begum	Student Member	Member


Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/03/2021

Grievance received:

A total of "0" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "0".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	23/03/2021	Nil	Nil


Coordinator

GRIEVANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

To,

The coordinator
Internal quality assurance cell
Azad College of Pharmacy,
Moinabad

Sub: Report on grievances received from stake holders during the academic year 2020- 21
Reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2020-21, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	20/07/2020	Request to please resolve issue in noise online class	As per students request provided best online tools to the faculty	Completed
2	23/03/2021	Nil	NA	NA

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.


Coordinator
GRIEVANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL
COMMITTEE
2019-20

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Ref: ACP/PRIN/2019-20

Date: 15/07/2019

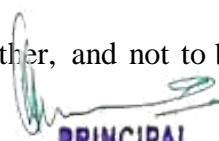
OFFICE ORDER

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2019-20.

S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr.Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member

OBJECTIVES OF THE COMMITTEE


1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, there by maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Roles & Responsibilities of the Committee:

1. The Committee will address the various grievance posted all stake holders of the organization onvarious issues.
2. The Committee will work in line with the guidelines given by the university grants Commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Ref: ACP/PRIN/GRC/2019-20/CIR-01

Date: 16.07.2019

CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 17/07/2019 at 03:30PM in principal chamber. All the members are requested to attend the meeting.


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. IQAC coordinator
2. All HODS
3. Administrative Officer
4. Accounts Officer
5. 5.Exam Branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVEANCE REDRESSAL COMITTEE

Minutes of Meeting held on 17/07/2019

As per the circular, ACP/PRIN/GRC/2019-20/CIR-01 dated 16/07/2019. A meeting was held on 17/07/2019 with all the members of grievance redressal mechanism committee.

The following members were present:


S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr.Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member

The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

20.07.2019


GRIEVANCE REDRESSAL COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/07/2019 in presence of the following members.

1. Chairman - Dr.M Venkata Ramana , Principal
2. Coordinator- Dr Khaja Pasha, Professor

After Opening the grievance boxes, the total grievances received are found to be "2"


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabed, R. R. Dist.

Copy to:

- 1 All HODs
- 2 Administrative Officer
- 3 Accounts Officer
- 4 Exam Branch
- 5 Library


AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2019-20/CIR-02

Date.- 18.07.2019

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meetings scheduled on third Saturday of every month at 02:30 AM in principal chamber. All the members are requested to attend.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer
4. Exam Branch
5. Library

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 23/07/2019

As per the circular, ACP/PRI N/GRC/2019-20/CIR-02 dated 20/07/2019. A meeting was held on 23/07/2019 with all the members of grievance redressal mechanism committee.

The following members were present:


S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr. Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/07/2019

Grievance received:

A total of "2" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "2". Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/07/2019	Request to establish uninterrupted Wi-Fi facility in student rooms	Accepted
2	20/07/2019	Request to repair the student tables as they are completely damaged	Accepted


Coordinator

GRIEVEANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 21/03/2020 in presence of the following members.


1. Chairman - Dr.M Venkata Ramana , Principal

2. Coordinator- Dr Khaja Pasha, Professor

After Opening the grievance boxes, the total grievances received are found to be "1"

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2019-20/CIR-03

Date: 21/03/2020

CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 21/03/2020 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 21/03/2020.all members are requested to attend meeting.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 23/03/2020

As per the circular, ACP/PRIN/GRC/2019-20/CIR-03 dated 21/03/2020. A meeting was held 23/03/2020 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr. Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member


Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 21/03/2020

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	21/03/2020	Request to to increase the number of text books in library	Accepted


Coordinator

GRIEVEANCE REDRESSAL COMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

20.04.2020

GRIEVANCE REDRESSAL COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/04/2020 in presence of the following members.

1. Chairman - Dr.M Venkata Ramana , Principal
2. Coordinator- Dr Khaja Pasha, Professor

After Opening the grievance boxes, the total grievances received are found to be "1"


PRINCIPAL
Azad College of Pharmacy
Moinebed, R. R. Dist.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2019-20/CIR-03

Date: 20.04.2020

CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/04/2020 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/04/2020. All members are requested to attend meeting.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All HODs
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 22/04/2020

As per the circular, ACP/PRIN/GRC/2019-20/CIR-03 dated 20/04/2020. A meeting was held 22/04/2020 with all the members of grievance redressal mechanism committee.

The following members were present:


S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr.Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/10/2019

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	20/04/2019	Request to monitor the quality of food in canteen	Accepted


Coordinator

GRIEVANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

To

The coordinator
Internal Quality Assurance Cell,
Azad College of Pharmacy,
Moinabad.

Sub: Report on grievances received from stake holders during the academic year 2019-20 reg.,

Respected Sir

The grievance redressal committee has received a total of 03 grievance, out of these a total of “3” grievance is accepted for redressal during the academic year 2019-20, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	20/07/2019	Request to establish uninterrupted Wi-Fi facility in student rooms	This grievance was brought to the notice of management through principal. The management as per request from the students provided the Wi-Fi facility in the campus	Completed
2	20/07/2019	Request to repair the student tables as they are completely damaged	With respect to grievance received from student s all the class room student and staff benches were repaired.	Completed
3	21/03/2020	Request to increase the number of text books in library	Further instruction has been given to the concerned committee members to look in the matter and give latest information available in the library. Based on the information it has been decided to increase the number of book in the library	Completed

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.


Coordinator

GRIEVANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL
COMMITTEE
2018-19

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Ref: ACP/PRIN/2018-19

Date: 26/07/2018

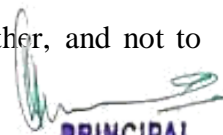
OFFICE ORDER

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2018-19.

S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr. Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member

OBJECTIVES OF THE COMMITTEE


1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, there by maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Roles & Responsibilities of the Committee:

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Ref: ACP/PRIN/GRC/2018-19/CIR-01

Date: 27.07.2018

CIRCULAR

This is to inform all the members of grievance redress mechanism that, a meeting is scheduled on 30/07/2018 at 03:30 PM in principal chamber. All the members are requested to attend the meeting.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. IQAC coordinator
2. All HODS
3. Administrative Officer
4. Accounts Officer
5. Exam Branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Minutes of Meeting held on 30/07/2018

As per the circular, ACP/PRIN/GRC/2018 19/CIR-01 dated 27/07/2018. A meeting was held on 30/07/2018 with all the members of grievance redressal mechanism committee.

The following members were present:


S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr. Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member

The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 18/08/2018


GRIEVANCE REDRESSAL MECHANISM COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 18/08/2018 in presence of the following members.

1. Chairman - Dr.M Venkata Ramana , Principal
2. Coordinator- Dr Khaja Pasha

After Opening the grievance boxes, the total grievances received are found to be "1"


PRINCIPAL
Azad College of Pharmacy
Moinabed, R. R. Dist.

Copy to:

- 1 All HODs
- 2 Administrative Officer
- 3 Accounts Officer
- 4 Exam Branch
- 5 Library

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2018-19/CIR02


Date: 18.08.2018

CIRCULAR

This is to inform to all the members of grievance redress mechanism that a meeting is scheduled on 21/08/2018 at 10:30 AM in principal chamber. To hear and address the various grievances received from the grievance boxes on 18/08/2018. All the members' are requested to attend.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer
4. Exam Branch
5. Library


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 21/08/2018

As per the circular, ACP/PRIN/GRC/2018-19/CIR-02 dated 20/10/2018. A meeting was held on 22/10/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr. Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/10/2018

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances. From the stake holders, with due discussion with all committee members, committee feels that "1". Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	18/08/2018	Request to change the whiteboards as the installed white boards are not in good condition	Accepted


Coordinator

GRIEVANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 20/04/2019


GRIEVANCE REDRESSAL COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/04/2019 in presence of the following members.

1. Chairman - Dr. M Venkata Ramana , Principal
2. Coordinator- Dr Khaja Pasha

After Opening the grievance boxes, the total grievances received are found to be "1"


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2018-19/CIR-03

Date: 20.10.2018

CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/10/2018 at 3:00 PM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/10/2018.all members are requested to attend meeting.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 22/10/2018

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 22/10/2018

As per the circular, ACP/PRIN/GRC/2018-19/CIR-03 dated 20/10/2018. A meeting was held on 22/10/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr. Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 18/08/2018

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1". Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
	20.10.2018	Request to to repair the student tables as they are completelydamaged	Accepted


Coordinator
GRIEVEANCE REDRESSAL COMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 20/04/2019


GRIEVANCE REDRESSAL COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 20/04/2019 in presence of the following members.

1. Chairman - Dr. M Venkata Krishna, Principal
2. Coordinator- Dr Khaja Pasha

After Opening the grievance boxes, the total grievances received are found to be“1“


Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACPP/PRIN/GRC/2018-19/CIR-03

Date: 20.04.2019

CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/04/2019 at 11:00 AM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 20/04/2019.all members are requested to attend meeting.


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 22/04/2019

As per the circular, ACP/PRI N/GRC/2018-19/CIR-03 dated 20/04/2019. A meeting was held 22/04/2019 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation	Role
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr. Khaja pasha	Professor	Coordinator
3	Mr Mohammed Khan	Associate Professor	Member
4	Mrs Sara banu	Assistant Professor	Member
5	Mrs Archana Rao	Assistant Professor	Member
6	Ms Hajra Begum	Student Member	Member
7	Mr Syed Faizaan	Student Member	Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 20/10/2019

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
	20/04/2019	Request to monitor the quality of food in canteen	Accepted


Coordinator

GRIEVANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

To

The coordinator
Internal quality assurance cell
Azad College of Pharmacy
Moinabad

Sub: Report on grievances received from stake holders during the academic year 2018-19 reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2018-19, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	18/08/2018	Request to change the whiteboards as the installed white boards are not in good condition	This grievance was brought to the notice of management through principal. The management replaced all white boards with new white boards	Completed
	20/10/2018	Request to repair the student tables as they are completely damaged	With respect to grievance received from students all the class room student and staff benches were repaired.	Completed
3	20/04/2019	Request to monitor the quality of food in canteen	This Grievance has been redressed with due concern. Given strict instructions to monitor the food quality regularly to canteen committee	Completed

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.


Coordinator
GRIEVANCE REDRESSAL COMMITTEE

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL
COMMITTEE
2017-18

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Ref: ACP/PRIN/2017-18

Date: 14/07/2017


OFFICE ORDER

This is to inform all the faculty, students and staff that with reference to the Gazette of India, vide No: DL-(N)-04/0007/2003-05 Dated March 23, 2013. Grievance redress mechanism committee of our institute is reconstituted with the following members to address the grievances posted by stake holders of the organization for the A.Y 2017-18.

S.No	Name	Designation	Position
1	Dr. M Venkata Ramana	Principal	Chairman
2	Dr Khaja Pasha	Professor	Convener
3	Mr. Mohammed Khan	Associate Professor	Member
4	Mrs .Archana Rao	Assistant Professor	Member
5	Mrs Sara Banu	Assistant Professor	Member
6	Mr.Said Esmail	Student Member	Member
7	Mrs .Tansumeem Fatima	Student Member	Member

OBJECTIVES OF THE COMMITTEE

1. To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the Stakeholders.
2. To uphold the dignity of the organization by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship.
3. To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus.
4. To ensure that grievances are resolved promptly, objectively and with sensitivity and in Complete confidentiality.
5. To ensure that the views of each grievant and respondent are respected and that any party to a Grievance is neither discriminated against nor victimized.
6. To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Roles & Responsibilities of the Committee:

1. The Committee will address the various grievance posted by all stake holders of the organization on various issues.
2. The Committee will work in line with the guidelines given by the university grants commission and gazette of India.
3. The committee will conduct the regular meetings once in a month to discuss the various grievances posted during that period.
4. The grievances received must be addressed by the committee as soon as possible.

Copy to:

1. All Members of the Committee
2. Academic Coordinator
3. Administrative Officer


PRINCIPAL
Principal
Azad College of Pharmacy
Moinabad, R. R. Dist.


AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Ref: ACP/PRIN/GRC/2017-18/CIR-01

Date: 15.07.2017

CIRCULAR

This is to inform all the members of grievance redressal mechanism that, a meeting is scheduled on 17/07/2017 at 03:30PM in principal chamber. All the members are requested to attend the meeting.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. IQAC coordinator
2. All HODS
3. Administrative Officer
4. Accounts Officer e.
5. Exam Branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 17/07/2017

As per the circular, ACP/PRIN/GRC/2017-18/CIR-01 dated 15/07/2017. A meeting was held on 17/07/2017 with all the members of Grievance Redressal committee.

The following members were present:

1	Chairman	Dr. M Venkata Ramananaa	Principal
2	Coordinator	Dr Khaja Pasha	Professor
3	Member	Mr. Mohammed Khan	Associate Professor
4	Member	Mrs. Archana Rao	Assistant Professor
5	Member	Mrs. Sara Banu	Assistant Professor
6	Member	Mr. Said Esmail	Student Member
7	Member	Ms Tasneem Fatima	Student Member

The Agenda of the Meeting:

1. To create awareness about the guidelines for grievance redress mechanism provided by the university Grants Commission and gazette of India among all the members of the committee.
2. To discuss the roles and responsibilities of each member of the committee.

Summary of Committee Resolutions:

1. Create awareness among the stake holders about the standard operating procedures of the grievance redress mechanism of the institute
2. On third Saturday of every month at 3:00 PM, grievance boxes will be opened in the presence of chairman, convener and IQAC Coordinator.
3. The committee will meet again as per the grievances received from the stakeholders or as and when required according to the directions of the chairman.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 15/07/2017

GRIEVANCE REDRESSAL COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 15/07/2017 in presence of the following members.

1. Chairman - Dr. M Venkata Ramana ,Principal
2. Coordinator- Dr Khaja Pasha

After Opening the grievance boxes, the total grievances received are found to be"1"


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

1. All HODs
2. Administrative Officer
3. Accounts Officer
4. Exam Branch
5. Library


AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2017-18/CIR-02

Date: 19.08.2017

CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 22/08/2017 at 3:00 PM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. Collected grievances are to resolve within two weeks.


PRINCIPAL
Azad College of Pharmacy
Moinebad, R. R. Dist.

Copy to:

1. All the Head of the Departments
2. All Members of the Committee
3. Academic Coordinator
4. Administrative Officer
5. Library
6. Physical director
7. Exam branch

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 22/08/2017

As per the circular, ACP/PRIN/GRC/2017-18/CIR-02 dated 19/08/2017. A meeting was held on 22/08/2017 with all the members of grievance redressal mechanism committee.

The following members were present:

S.No	Position	Name	Designation
1	Chairman	Dr. M Venkata Ramana	Principal
2	Convener	Dr Khaja Pasha	Professor
3	Member	Mr. Mohammed Khan	Associate Professor
4	Member	Mrs .Archana Rao	Assistant Professor
5	Member	Mrs Sara Banu	Assistant Professor
6	Member	Mr.Said Esmail	Student Member
7	Member	Mrs .Tansumeem Fatima	Student Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 15/07/2017.

Grievance received:

A total of "1" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "1".Grievances are acceptable grievances and accepted for redressal of grievances as soon as possible.


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

The list of grievances accepted for redressal are appended below with details.

S. No	Grievance received on	Brief description of grievance	Remarks
1	15/07/2017	Request to change the white boards as the installed white boards are not in good condition	Accepted


Coordinator
Grievance Redressal Committee

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

Date: 19/05/2018

GRIEVANCE REDRESSAL COMMITTEE

Report of Opening Grievance Boxes in the Campus

The grievance boxes in the campus are opened on 19/05/2018 in presence of the following members.

1. Chairman - Dr. M Venkata Raman, Principal
2. Coordinator- Dr Khaja Pasha

After Opening the grievance boxes, the total grievances received are found to be "1"


PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

- 1 All HODs
- 2 Administrative Officer
- 3 Accounts Officer
- 4 Exam Branch
- 5 Library

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

ACP/PRIN/GRC/2017-18/CIR-03

Date: 19.05.2018

CIRCULAR

This is to inform the students of all departments regarding grievance redressal box is open to all the accusation, redressal of student ragging cases and sexual harassment etc. On 21/05/2018 at 3:00 PM, grievance boxes will be opened in the presence of principal and IQAC Coordinator. To here and address the various grievances received from the grievance boxes on 19/05/2018.all members are requested to attend meeting.


Principal
PRINCIPAL
Azad College of Pharmacy
Moinabad, R. R. Dist.

Copy to:

- 1 All HODs
- 2 Administrative Officer
- 3 Accounts Officer
- 4 Exam Branch
- 5 Library

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Meeting held on 21/05/2018

As per the circular, ACP/PRIN/GRC/2017-18/CIR-03 dated 19/05/2018. A meeting was held on 21/05/2018 with all the members of grievance redressal mechanism committee.

The following members were present:

S.No	Position	Name	Designation
1	Chairman	Dr. M Venkata Ramana	Principal
2	Convener	Dr Khaja Pasha	Professor
3	Member	Mr. Mohammed Khan	Associate Professor
4	Member	Mrs .Archana Rao	Assistant Professor
5	Member	Mrs Sara Banu	Assistant Professor
6	Member	Mr.Said Esmail	Student Member
7	Member	Mrs .Tansumeem Fatima	Student Member

Agenda of the Meeting:

To hear and address the Grievances received from the grievance boxes on 18/08/2018

Grievance received:

A total of "0" grievances were received from the Grievance boxes. The committee called all the aggrieved stake holders one by one to discuss about the grievances posted. After hearing all the grievances.

From the stake holders, with due discussion with all committee members, committee feels that "0".Grievances are acceptable grievances and grievances as accepted on as possible.


Coordinator

Grievance Redressal Committee

AZAD COLLEGE OF PHARMACY
(Affiliated by JNTUH Approved by PCI)
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

To

The coordinator

Internal Quality Assurance Cell

Azad College of Pharmacy,

Moinabad

Sub: Report on grievances received from stake holders during the academic year 2017-18 reg.,

Respected Sir

The grievance redressal committee has received a total of 01 grievance, out of these a total of 1 grievance is accepted for redressal during the academic year 2017-18, the details are as follows.

S. No	Grievance received on	Brief description of grievance	Action taken	Current status
1	15/07/2017	Request to change the white boards as the installed white boards are not in good condition	This grievance was brought to the notice of management through principal. The management provided a continuous water supply and appointed a supervisor for regular supervision	Accepted

I am here by submitting the yearly report to the internal Quality Assurance Cell for your kind information please.

Yours truly



Coordinator

Grievance Redressal Committee