

GOKULA KRISHNA COLLEGE OF PHARMACY

HEI CODE: C-26844

NAAC DVV

CYCLE I



5 : STUDENT SUPPORT & PROGRESSION

5.1 Student Support

5.1.4 Institutional Mechanisms for Timely Redress of Student Grievances

5.1.4(3) Minutes of Grievance Redressal Cell



Approved by PCI, New Delhi, Government of AP & Affiliated to JNTUA
Recognized by UGC U/S 2(f), An ISO 9001:2015 Certified Institution

Behind RTC Depot, Sullurupeta, Tirupati Dist, Andhra Pradesh - 524121

9948990116

www.gkcp.edu.in

gkcpsp@rediffmail.com



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website: www.gkcp.edu.in

GRIEVANCE REDRESSAL COMMITTEE

Grievance cell is to look into the complaints raised by any staff and students and to give good educational environment. The cell enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. Grievance cell enquires and analyses the nature and pattern of the grievances in a strictly confidential matter.

Objectives:

The objective of the Grievance cell is to develop a responsible harmonious educational atmosphere in the college. The following are the objectives.

- Upholding the dignity of the college through promoting cordial student-student relationship and student-teacher relationship etc.
- Encouraging the student to express their grievances or problems freely and frankly without any fear of being victimized.
- Direct discussion of their grievances and their suggestions for improving the academics or administration in college.
- Advising students to respect right and dignity of one another.
- Advising all staffs to be affectionate with students and not to behave unkindly towards any of them for any reason.
- Ragging in any form is strictly prohibited in and outside of the college. Any violation persists it must be urgently brought to the notice of principal.

Scope:

- Gokula Krishna College of pharmacy students Grievance cell will deals with grievances received in writing from the students about any of the following matters.



Dr. BALAGANI PAVAN KUMAR
M. Pharm, Ph.D, FIC, FBSS, FAGE, FICCP, MISTE
PROFESSOR & PRINCIPAL
GOKULA KRISHNA COLLEGE OF PHARMACY
SULLURPET, TIRUPATI Dt. A.P - 524121



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- Academic matters: Related to timely issue of duplicate mark sheets, transfer certificates, conduct certificates or other examination related matters.
- Financial matters: Related to dues and payments for various items from library, hostels etc.
- Other matters: Related to certain misgiving about the conditions of sanitation, preparation of food, availability of transport, victimized by teachers etc.

Functions:

- The cases will be attended promptly on receipt of written grievances from the staff or students.
- The cell formally will review all cases and will act accordingly as per the management policy.
- The cell will give report to the authority about the cases attended to and the number of pending cases if any which require direction and guidance from the higher authorities.



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M. Pharm, Ph.D, FIC, FBSS, FAGE, FICCP, MISTE
PROFESSOR & PRINCIPAL
GOKULA KRISHNA COLLEGE OF PHARMACY
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29-06-2022

CIRCULAR

All the members of the Grievance Redress committee are here by informed that a meeting will be held on 01-07-2022 at 10.00 AM in the principal chamber, GKCP. Hence, all are requested to attend the meeting on time, without fail

AGENDA:

- The main agenda of the meeting is formation or constitution of grievance Redressal committee for the academic year 2022-2023.
- To discuss about the complaints or grievances or issues received from students and staff.
- Rectification of earlier complaints regarding the function of light in ground floor, washroom, fan in first floor classroom.

PRINCIPAL

Copy to

1. Coordinator – IQAC
2. GRC Members,
3. HOD's / Teaching Staff
4. Accounts office for information
5. Admin office for information
6. Office file



Dr. BALAGANI PAVAN KUMAR
M. Pharm, Ph.D, FIC, FIP, FRCG, FRCP, MISTE
PROFESSOR & PRINCIPAL
GOKULA KRISHNA COLLEGE OF PHARMACY
SULLURPET, TIRUPATI Dt. A.P - 524121

MINUTES BOOK

Minutes of the Meeting of ' Grievance Redressal committee
 of ' Gokula Krishna college of pharmacy, Sullurpet
 held on 01-03-2022 at 10:00 A.M/P.M. under the Chairmanship of
 Shri Dr. B. Pavan Kumar at ' principal chamber
Gokula Krishna college of pharmacy, Sullurpet

1. GB, NSS (CAC), ARC, WPC or IQAC as the case may be
2. The name of the institution
3. The place at which meeting held
4. At the end of the minutes, Chairman to sign mentioning the number of corrections made in recording the minutes of the meeting

Grievance redressal committee members were assembled on _____ in the principal chamber, Gokula Krishna college of pharmacy, Sullurpet to review various grievance received if any.

S.NO	Name of members	Designation	Position of the members
3.	Mrs. P. K. Devi bala	Associate professor	Member
4.	Mr. P. Siva Kumar	Associate Professor	Member
5.	Mrs. P. Kavitha	Associate professor	Member

AGENDA:-

- * The main agenda of the meeting is formation (a) constitution of Grievance redressal committee for the academic year 2022-2023.
- * To discuss about the complaints of grievance of issues received from students and staff.
- * Rectification of earlier complaints regarding the function of light in ground floor washroom, fan in first floor classroom.
- * The above said matters were discussed in the presence of the following members.

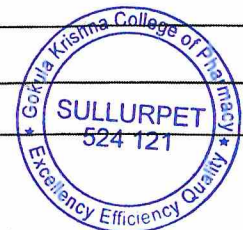
RESOLUTION :-

S.NO	complaint	Resolution Made
1.	function of light in ground floor, washroom	rectified
2.	function of fan in first floor, classroom	rectified

The above problem were discussed among the committee members enlisted.

S.NO	Name of the member	Designation	Position of the member
1.	Dr. B. Pavan Kumar	Principal	Chairman
2.	Dr. P. Kishor	Professor	Member


Dr. BALAGANI PAVAN KUMAR
 M. Pharm, Ph.D, FIC, FBSS, FAGE, FIGCP, MISTE
 PROFESSOR & PRINCIPAL
 GOKULA KRISHNA COLLEGE OF PHARMACY
 SULLURPET, TIRUPATI Dt. A.P - 524121



S.NO	Name of the member	Designation	Signature
1.	Dr. B. Pavan Kumar	Principal	<i>[Signature]</i>
2.	Dr. P. Kishor	Professor	<i>[Signature]</i>
3.	Mrs. P. K. Devi bala	Associate professor	<i>[Signature]</i>
4.	Mr. P. Siva Kumar	Associate professor	<i>[Signature]</i>
5.	Mrs. P. Kavitha	Associate professor	<i>[Signature]</i>

NO. of corrections: NIL

[Signature]
CHAIRMAN



[Signature]
Dr. BALAGANI PAVAN KUMAR
M. Pharm, Ph.D., FIC, FBSS, PAGE, FICCP, MSTE
PROFESSOR & PRINCIPAL
GOKULA KRISHNA COLLEGE OF PHARMACY
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website: www.gkcp.edu.in

20-09-2021

CIRCULAR

All the members of the Grievance Redress committee are here by informed that a meeting will be held on 22-09-2021 at 10.00 AM in the principal chamber, GKCP. Hence, all are requested to attend the meeting on time, without fail

PRINCIPAL

Copy to

1. GRC Members,
2. HOD's / Teaching Staff
3. Accounts office for information
4. Admin office for information
5. Office file

Dr. BALAGANI PAVAN KUMAR
M.Pharm, Ph.D, FIC, FBSS, FACE, FICCP, MISTE
PROFESSOR & PRINCIPAL
GOKULA KRISHNA COLLEGE OF PHARMACY
SULLURPET, SPSR NELLORE DT., A.P-524121



MINUTES BOOK

Minutes of the Meeting of 'GRIEVANCE REDRESS COMMITTEE
of 'GOKULA KRISHNA COLLEGE OF PHARMACY, SULLURPET
held on 22-09-2021 at 10:00 A.M.P.M. under the Chairmanship of
Shri Dr. B. PAVANI KUMAR at 'PRINCIPAL CHAMBER
GOKULA KRISHNA COLLEGE OF PHARMACY, SULLURPET.

1. GB, NSS (CAC), ARC, WPC or IQAC as the case may be
2. The name of the institution
3. The place at which meeting held
4. At the end of the minutes, Chairman to sign mentioning the number of corrections made in recording the minutes of the meeting

Grievance Redress Committee members were assembled on _____ in the principal chamber, Gokula Krishna college of pharmacy, Sullurpet to review various grievance received if any.

S.No	NAME OF THE MEMBER	POSITION	SIGNATURE
1.	Dr. B. PAVANI KUMAR	chairman	
2.	Mrs. P. K. DEVIBALA	Member	
3.	Mr. P. SIVAKUMAR	Member	
4.	M. P. KAVITHA	Member	
5.	Mrs. P. MADHAVI	Member	P. Madhani

AGENDA:-

To discuss about the complaints (or) grievance or issues received from students and staff.

⇒ As there were no complaints (or) Grievance received, hence no resolution made.

⇒ The above said matters were discussed in the presence of following members:

No. of corrections: -NIL

CHAIRMAN

Dr. BALAGANI PAVAN KUMAR
M.Pharm, Ph.D, FIC, FBSS, FACE, FICCP, MISTE
PROFESSOR & PRINCIPAL
GOKULA KRISHNA COLLEGE OF PHARMACY
SULLURPET, SPSR NELLORE DT. A.P-524121





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E-Mail : gkcpsp@rediffmail.com

website: www.gkcp.edu.in

23-06-2020

CIRCULAR

All the members of the Grievance Redress committee are here by informed that a meeting will be held on 03-07-2020 at 10.00 AM in the principal chamber, GKCP. Hence, all are requested to attend the meeting on time, without fail.

PRINCIPAL

Copy to

1. GRC Members,
2. HOD's / Teaching Staff
3. Accounts office for information
4. Admin office for information
5. Office file

P. BALAGANI PAVAN KUMAR
B.Ph., M.Ph., M.Sc., F.B.S.S., F.A.C.E., F.I.C.P., M.I.S.T.E.
ASSISTANT PROFESSOR & PRINCIPAL
GOKULA KRISHNA COLLEGE OF PHARMACY
SULLURPET, SPSR NELLORE DT., A.P-524121



MINUTES BOOK

Minutes of the Meeting of ' Grievance Redress Committee
 of Gokula Krishna College of pharmacy, Sullurpet
 held on 03-07-2020 at 10:00 A.M./P.M. under the Chairmanship of
 Shri Dr. B. Pavan Kumar at Principal chamber
Gokula Krishna college of pharmacy, Sullurpet.

1. GB, NSS (CAC), ARC, WPC or IQAC as the case may be
2. The name of the institution
3. The place at which meeting held
4. At the end of the minutes, Chairman to sign mentioning the number of corrections made in recording the minutes of the meeting

* Grievance Redress Committee members were assembled on
3rd of July 2020 in the principal chamber,
Gokula Krishna College of Pharmacy, Sullurpet to review
various grievances received if any.

S. No.	Name of the member	Position	Signature
1.	Dr. B. Pavan Kumar	Chairman	<i>Pavan</i>
2.	Mrs. Devi Bala P.K.	Member	<i>P.K. Devi Bala</i>
3.	Mr. P. Siva Kumar	Member	<i>P. Siva Kumar</i>
4.	Mrs. J. Varalakshmi	Member	<i>J. Varalakshmi</i>
5.	Ms. P. Kavitha	Member	<i>P. Kavitha</i>

Agenda:

* To discuss about the Complaints (or) grievances
or issues received from students and staff.

* As there were no Complaints (or) grievances received,
hence no resolution made.

* The above said matters were discussed in
the presence of following members.

No. of Corrections: NIL

Pavan
 Chairman

Pavan

Dr. BALAGANI PAVAN KUMAR
 M.Pharm, Ph.D, FIC, FBSS, FAGE, FICOP, MISTE
 PROFESSOR & PRINCIPAL
 GOKULA KRISHNA COLLEGE OF PHARMACY
 SULLURPET, SPSR NELLORE DT. A.P-524121





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website: www.gkcp.edu.in

05-01-2019

CIRCULAR

All the members of the Grievance Redress committee are here by informed that a meeting will be held on 07-1-2019 at 03.00 PM in the principal chamber, GKCP. Hence, all are requested to attend the meeting on time, without fail

PRINCIPAL

Copy to

1. GRC Members,
2. HOD's / Teaching Staff
3. Accounts office for information
4. Admin office for information
5. Office file
- 6.

Dr. BALAGANI PAVAN KUMAR
M.Pharm, Ph D, FIC, FBSS, FACE, FICCP, MISTE
PROFESSOR & PRINCIPAL
GOKULA KRISHNA COLLEGE OF PHARMACY
SULLURPET, SPSR NELLORE DT., A.P-524121



MINUTES BOOK

Minutes of the Meeting of Grievance Redress Committee
 of Gokula Krishna College of Pharmacy, Sullurpet
 held on 07-01-2019 at 03:00 A.M/P.M. under the Chairmanship of
Shri Dr. Balagan Kumar at Principal Chamber,
Gokula Krishna College of Pharmacy, Sullurpet.

1. GB, NSS (CAC), ARC, WPC or IQAC as the case may be
2. The name of the institution
3. The place at which meeting held
4. At the end of the minutes, Chairman to sign mentioning the number of corrections made in recording the minutes of the meeting

* Grievance Redress Committee members were assembled on 7th of January 2019 in the Principal chamber, Gokula Krishna College of Pharmacy, Sullurpet to review various grievances received if any.

S.No	Name of the Member	Position	Signature
1.	Dr. Balagan Kumar	Chairman	<i>[Signature]</i>
2.	Mrs. S. Usha Rani	Member	<i>[Signature]</i>
3.	Mr. P. Siva Kumar	Member	<i>[Signature]</i>
4.	Mrs. J. Katalakshmi	Member	<i>[Signature]</i>
5.	Ms. P. Kavitha	Member	<i>[Signature]</i>

* Agenda:

* To discuss about the complaints or grievances or issues received from students and staff.

No. of Corrections : Nil

[Signature]
Chairman

* As there were no complaints or grievances received hence no resolutions made.

* The above said matters were discussed in the presence of following members.



[Signature]

Dr. BALAGANI PAVAN KUMAR
 M.Pharm, Ph.D, FIC, FBS, FACE, FICCP, MISTE
 PROFESSOR & PRINCIPAL
 GOKULA KRISHNA COLLEGE OF PHARMACY
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E-Mail : gkcpsp@rediffmail.com

website: www.gkcp.edu.in

07-09-2018

CIRCULAR

All the members of the Grievance Redress committee are here by informed that a meeting will be held on 10-09-2018 at 03.00 PM in the principal chamber, GKCP. Hence, all are requested to attend the meeting on time, without fail.

PRINCIPAL

Copy to

1. GRC Members,
2. HOD's / Teaching Staff
3. Accounts office for information
4. Admin office for information
5. Office file

BALAGANI PAVAN KUMAR
M.Pharm, Ph.D, FICP, FICP (S), FICP (A), FICP (M), FICP (N), FICP (S), FICP (A), FICP (M), FICP (N)
PROFESSOR & HEAD OF DEPARTMENT
GOKULA KRISHNA COLLEGE OF PHARMACY
SULLURPET, SPSR NELLORE DIST. A.P-524121



MINUTES BOOK

Minutes of the Meeting of Grievance Redress Committee
 of Gokula Krishna College of Pharmacy Sullurpet
 held on 10-09-2018 at 03:00 A.M/P.M. under the Chairmanship of
 Shri Dr. B. Pavan Kumar at Principal Chamber,
Gokula Krishna College of Pharmacy, Sullurpet.

1. GB, NSS (CAC), ARC, WPC or IQAC as the case may be
2. The name of the institution
3. The place at which meeting held
4. At the end of the minutes, Chairman to sign mentioning the number of corrections made in recording the minutes of the meeting

* Grievance Redress Committee members were assembled on 10th of September 2018 in the principal chamber to review the Grievances received if any.

* The said discussions were discussed in the presence of following members:

S No	Name of the member	Position	Signature
1.	Dr. B. Pavan Kumar	Chairman	<i>[Signature]</i>
2.	Mrs. S. Usha Rani	Member	<i>[Signature]</i>
3.	Ms. P. Riva Kumar	Member	<i>[Signature]</i> 10/9/18
4.	Mrs. J. Vaitalakshmi	Member	<i>[Signature]</i> 10/9/18
5.	Ms. P. Kavitha	Member	<i>[Signature]</i> 10/9/18

Agenda:

* To discuss about the complaints or issues if any received from Students and Staff.

* No complaints were received by the grievance redress committee from Staff and Students.

No. of corrections: Nil

[Signature]
10/9/18
Chairman

[Signature]

Resolution:

S No	Complaint	Resolution made
1	No complaints	-

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 M.Pharm, Ph.D, FIC, FBSS, FAGE, FICCP, MISTE
 PROFESSOR & PRINCIPAL
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 SULLURPET, SPSR NELLORE DT., A.P-524121

