



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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# **Grievance Redress Mechanism 2021-22**



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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 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 2021-22.

S. No.	Name	Designation & Department	Role
1	Dr.K.Sathyanarayana	Principal	Chairman
2	Mr.Hari Prasad	Associate professor	Coordinator
3	Mrs.Vaishnavi	Associate professor	Member
4	Ms.K.Devamani	Associate professor	Member
5	Ms.Ch..Hema	Associate professor	Member
6	Ms.Ch.Sunitha	Associate professor	Member
7	Ms.Zareena	Assistant professor	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 6“tudent-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 incomplete confidentiality.
- S. 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@pcop.in](mailto:grievance@pcop.in)

  
**PRINCIPAL**  
Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.



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**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.

Copy to:

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



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**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist , Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 17/07/2021

As per the circular, PCOP/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	Designation & Department	Role
1	Dr.K. Sathyanarayana	Principal	Chairman
2	Mr. K. Hari Prasad	Associate Professor	Coordinator
3	Mrs. CH. Sunitha	Associate Professor	Member
4	Mr.K. Sandeep	Associate Professor	Member
5	Mrs. K. Devamani	Associate Professor	Member
6	Mrs. Jyothi Sri	Associate Professor	Member
7	Mrs. Vaishnavi	Associate Professor	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**  
Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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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.

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Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
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Date: 18.07.2021

CIRCULAR

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

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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.



**GRIEVANCE REDRESSAL MECHANISM 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.K. Sathyanarayana, Principal
2. Coordinator- Mr.K. Hari Prasad, Associate Professor

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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.

Copyto:

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





## GRIEVANCE REDRESSAL MECHANISM COMMITTEE

### Minutes of Meeting held on 20/07/2021

As per the circular, PCOP/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 mechanism committee.

The following members were present:


S. No.	Name	Designation & Department	Role
1	Dr.K.Sathyanarayana	Principal	Chairman
2	Mr.Hari Prasad	Associate professor	Coordinator
3	Mrs.Vaishnavi	Associate professor	Member
4	Ms.K.Devamani	Associate professor	Member
5	Ms.Ch..Hema	Associate professor	Member
6	Ms.Ch.Sunitha	Associate professor	Member
7	Ms.Zareena	Assistant professor	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

  
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Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.



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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

Coordinator

GRIEVANCE REDRESSAL COMMITTEE



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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**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. K.Satyanarayana, Principal
2. Coordinator- Mr.Hari prasad, Associate 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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Md, Medchal Dist ,Telangana.



PCOP/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.

Copy to:

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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 23/03/2022

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

The following members were present:


S. No.	Name	Designation & Department	Role
1	Dr.K.Sathyanaarayana	Principal	Chairman
2	Mr.Hari Prasad	Associate professor	Coordinator
3	Mrs.Vaishnavi	Associate professor	Member
4	Ms.K.Devamani	Associate professor	Member
5	Ms.Ch..Hema	Associate professor	Member
6	Ms.Ch.Sunitha	Associate professor	Member
7	Ms.Zareena	Assistant professor	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.

  
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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



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To,

The coordinator  
 Internal Quality Assurance cell  
 PCOP, Hyderabad

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 grievances, out of these a total of I 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	NA	NA

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

Coordinator  
 GRIEVEANCE  
 REDRESSALCOMMITTEE



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# **Grievance Redress Mechanism 2020-21**





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**OFFICE ORDER**


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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.

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**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 incomplete 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:

  
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**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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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 03:30PM in principal chamber. All the members are requested to attend the meeting.

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
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**GRIEVANCE REDRESSAL COMMITTEE**

Minutes of Meeting held on 17/07/2020

As per the circular, PEC/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 mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr. K.Sathyanarayana	Principal	Chairman
2	Mr.K. Hari Prasad	Associate Professor	Coordinator
3	Mrs. CH.Sunitha	Associate Professor	Member
4	Mrs. K. Devamani	Associate Professor	Member
5	Mr.K. Sandeep	Associate Professor	Member
6	Mrs. Jyothi	Associate Professor	Member
7	Mrs. Vaishnavi	Associate Professor	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**

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**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.

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PCOP/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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
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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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

**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.K. Sathyanarayana, Principal
2. Coordinator- Mr.K. Hari Prasad, Associate Professor

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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdi, Medchal Dist ,Telangana.

Copy to:

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

**PRINCETON COLLEGE OF PHARMACY**  
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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 20/07/2020

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The following members were present:


S. No.	Name	Designation & Department	Role
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2	Mr.Hari prasad	Associate professor	Coordinator
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4	Ms.K.Devamani	Associate professor	Member
5	Ms.Ch..Hema	Associate professor	Member
6	Ms.Ch.Sunitha	Associate professor	Member
7	Ms.Zareena	Assistant professor	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.

  
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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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
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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. K. Sathyanarayana, Principal
2. Coordinator- Mr. K. Hari Prasad, Associate Professor.

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

Copy to:

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

  
**PRINCIPAL**  
Princeton College of Pharmacy,  
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PCOP/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**

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Copy to:

1. All the Head of the Departments
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5. Library
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7. Exam branch



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The following members were present:

S. No.	Name	Designation & Department	Role
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2	Mr.Hari Prasad	Associate professor	Coordinator
3	Mrs.Vaishnavi	Associate professor	Member
4	Ms.K.Devamani	Associate professor	Member
5	Ms.Ch..Hema	Associate professor	Member
6	Ms.Ch.Sunitha	Associate professor	Member
7	Ms.Zareena	Assistant professor	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**  
 Princeton College of Pharmacy,  
 Korremula Vill, Vijayapuri Colony,  
 Ghatkesar Mdl, Medchal Dist , Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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

GRIEVEANCE REDRESSAL COMITTEE



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

To,  
 The coordinator  
 Internal quality assurance cell  
 PCOP, Hyderabad

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

**Grievance Redress  
Mechanism  
2019-20**



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

Ref: PCOP/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 & Department	Role
1	Dr.K.Sathyanaarayana	Principal	Chairman
2	Mr.K.Hariprasad	Associate professor	Coordinator
3	Mrs.Vaishnavi	Associate professor	Member
4	Mrs.Ch.Sunitha	Associate professor	Member
5	Mrs..K.Devamani	Associate professor	Member
6	Mrs.Jyothi sri	Associate Professor	Member
8	Miss.Zareena	Assistant Professor	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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.





**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

**Roles & Responsibilities of the Committee:**

1. The Committee will address the various grievance posted 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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

Ref: PCOP/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.

Copy to:

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

Principal

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

**GRIEVANCE REDRESSAL COMMITTEE**

Minutes of Meeting held on 17/07/2019

As per the circular, PCOP/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 & Department	Role
1	Dr.K.Sathyanarayana	Principal	Chairman
2	Mr.Hari Prasad	Associate professor	Coordinator
3	Mrs.Vaishnavi	Associate professor	Member
4	Ms.K.Devamani	Associate professor	Member
5	Ms.Ch..Hema	Associate professor	Member
7	Ms.Ch.Sunitha	Associate professor	Member
8	Ms.Zareena	Assistant professor	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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

20.07.2019

**GRIEVANCE REDRESSAL MECHANISM 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.K.Sathyanarayana, Principal
2. Coordinator- Mr.Hari prasad Associate Professor.

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

Principal

Copy to:

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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist , Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PCOP/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 meeting is scheduled on third Saturday of every month at 02:30 AM in principal chamber. 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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 23/07/2019

As per the circular, PCOP/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 & Department	Role
1	Dr.K.Sathyanarayana	Principal	Chairman
2	Mr.Hari prasad	Associate professor	Coordinator
3	Mrs.Vaishnavi	Associate professor	Member
4	Ms.K.Devamani	Associate professor	Member
5	Ms.Ch..Hema	Associate professor	Member
7	Ms.Ch.Sunitha	Associate professor	Member
8	Ms.Zareena	Assistant professor	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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

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

**GRIEVANCE REDRESSAL COMMITTEE**



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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**GRIEVANCE REDRESSAL MECHANISM 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.K. Sathyanarayana, Principal
2. Coordinator- Mr. K. Hari Prasad Associate 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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.





**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PCOP/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**  
Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdi,Medchal Dist ,Telangana.  
Principal

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

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 23/03/2020

As per the circular, PCOP/PRI N/GRC/2019-20/CIR-02 dated 21/03/2020. A meeting was held on 23/03/2020 with all the members of grievance redressal mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr.K.Sathyannarayana	Principal	Chairman
2	Mr.Hari Prasad	Associate professor	Coordinator
3	Mrs.Vaishnavi	Associate professor	Member
4	Ms.K.Devamani	Associate professor	Member
5	Ms.Ch..Hema	Associate professor	Member
6	Ms.Ch.Sunitha	Associate professor	Member
7	Ms.Zareena	Assistant professor	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 "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**

Princeton College of Pharmacy,  
 Korremula Vill, Vijayapuri Colony,  
 Ghatkesar Mdl, Medchal Dist , Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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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

**GRIEVANCE REDRESSAL COMMITTEE**



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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20.04.2020

**GRIEVANCE REDRESSAL MECHANISM 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.K. Sathyanarayana, Principal
2. Coordinator- Mr. K. Hari Prasad Associate 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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist , Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PCOP/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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist , Telangana.

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 22/04/2019

As per the circular, PCOP/PRIN/GRC/2019-20/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:

Name	Designation	Role
Dr .K.Sathyannarayana	Principal	Chairman
Mr.K. Hari Prasad	AssociateProfessor	Coordinator
Mr.K.Sandeep	Associate Professor	Member
Mrs.CH. Sunitha	Associate Professor	Member
Mrs.K.Devamani	Associate Professor	Member
Mrs.M. Vaishnavi	Associate Professor	Member
Mis.Hema	Associate Professor	Member
Miss.Madavi	Student	Member
Miss. Arthi	Student	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**  
Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdi, Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

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

**GRIEVEANCE REDRESSAL COMITTEE**



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

To  
The coordinator  
Internal Quality Assurance Cell  
PCOP, Hyderabad

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 students 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 books in the library	Completed

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

**Co ordinator**  
**GRIEVANCE REDRESSAL COMMITTEE**





**PRINCETON COLLEGE OF PHARMACY**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

---

# **Grievance Redress Mechanism 2018-19**



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

Ref: PCOP/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 & Department	Role
1	Dr.K Sathyanarayna	Principal	Chairman
2	Mr. K. Hari Prasad	Associate Professor	Coordinator
3	Mr.K. Sandeep	Associate Professor	Member
4	Mrs.CH.Sunitha	Associate Professor	Member
5	Mrs. M. Vaishnavi	Associate Professor	Member
6	Mrs. K. Devamani	Associate Professor	Member
7	Mrs. S. Jyothi	Assistant Professor	Member
8	Madhavi	Member	Student
9	Arthi	Member	Student
10	Mohan	Member	Student

**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**  
Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

Ref:PCOP/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 03:30PM in principal chamber. All the members are requested to attend the meeting.

Copy to:

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

Principal

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 30/07/2018

As per the circular, PCOP/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.


S. No.	Name	Designation & Department	Role
1	Dr.K Sathyanarayna	Principal	Chairman
2	Mr. K. Hari Prasad	Associate Professor	Coordinator
3	Mr.K. Sandeep	Associate Professor	Member
4	Mrs.CH.Sunitha	Associate Professor	Member
5	Mrs. M. Vaishnavi	Associate Professor	Member
6	Mrs. K. Devamani	Associate Professor	Member
7	Mrs. S. Jyothi	Assistant Professor	Member
8	Madhavi	Member	Student
9	Arthi	Member	Student
10	Mohan	Member	Student

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**  
Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Md1, Medchal Dist, Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

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.K.Sathyanarayana , Principal
2. Coordinator- Mr.K.Hariprasad,Associate professor

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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl,Medchal Dist ,Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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PCOP/PRIN/GRC/2018-19/CIR02

Date: 18.08.20 18

**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 21/08/2018

As per the circular, PCOP/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.N	Position	Name	Designation
0			
1	Chairman	Dr.K.Sathyanarayana	Principal
2	Convener	Mr.K.Hariprasad	Associate professor
3	Member	Mrs.Ch.Hema	Associate professor
4	Member	Mrs.Vaishnavi	Associate professor
5	Member	Mrs.K.Sandeep	Associate professor
8	Member	Mrs.K.Devamani	Associate professor
9	Member	Miss Madhavi	Student
10	Member	Miss .Arthi	Student
11	Member	Mr. Mohan	Student
12	Member	Miss. Aruna	Student

**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist , Telangana.





**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

Date: 20/04/2019

**GRIEVANCE REDRESSAL MECHANISM 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.K.Sathyanarayana,Principal
2. Coordinator- Mr.K.Hariprasad,Associate professor.

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

Principal

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl,Medchal Dist ,Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PCOP/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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

Date: 22/10/2018

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 22/10/2018

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

The following members were present:

S.N	Position	Name	Designation
0			
1	Chairman	Dr.K.Sathyannarayana	Principal
2	Convener	Mr.K.Hariprasad	Associate professor
3	Member	Mr.K.Sandeep	Associate professor
4	Member	Mrs.Hema	Associate Professor
5	Member	Mrs.M.Vaishnavi	Associate professor
8	Member	Mrs.K.Devamani	Associate Professor
9	Member	Miss.Manu sree	Student
10	Member	Miss .Divya	Student
11	Member	Miss. Sravani	Student
12	Member	Miss.Deepika	Student

**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl,Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

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 repair the student tables as they are completely damaged	Accepted

Coordinator

GRIEVEANCE REDRESSAL COMITTEE



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

Date: 20/04/2019

**GRIEVANCE REDRESSAL MECHANISM 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.K.sathyanarayana, Principal
2. Coordinator- Mr.K.Hariprasad Associate 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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist , Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PCOP/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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdi,Medchal Dist ,Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 22/04/2019

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

S. No.	Name	Designation & Department	Role
1	Dr.K Sathyanarayana	Principal	Chairman
2	Mr. K. Hari Prasad	Associate Professor	Coordinator
3	Mr.K. Sandeep	Associate Professor	Member
4	Mrs.CH.Sunitha	Associate Professor	Member
5	Mrs. M. Vaishnavi	Associate Professor	Member
6	Mrs. K. Devamani	Associate Professor	Member
7	Mrs. S. Jyothi	Assistant Professor	Member
8	Madhavi	Member	Student
9	Arthi	Member	Student
10	Mohan	Member	Student

**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdi, Medchal Dist, Telangana.





**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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

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

Coordinator

GRIEVANCE REDRESSAL COMMITTEE



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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To

The coordinator

Internal quality assurance cell

PCOP, Hyderabad

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**



**PRINCETON COLLEGE OF PHARMACY**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

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# **Grievance Redress Mechanism 2017-18**



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

Ref:PCOP /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 & Department	Role
1	Dr.K Sathyanarayana	Principal	Chairman
2	Mr. K. Hari Prasad	Associate Professor	Coordinator
3	Mr.K. Sandeep	Associate Professor	Member
4	Mrs.CH.Sunitha	Associate Professor	Member
5	Mrs. M. Vaishnavi	Associate Professor	Member
6	Mrs. K. Devamani	Associate Professor	Member
7	Mrs. S. Jyothi	Assistant Professor	Member
8	Madhavi	Member	Student
9	Arthi	Member	Student
10	Mohan	Member	Student

**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**  
Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.

**Principal**

**Copy to:**

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

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

Date: 15.07.2017

**CIRCULAR**

This is to inform all the members of grievance redress 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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 17/07/2017

As per the circular, PETW/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 mechanism committee.

The following members were present:

S. No.	Name	Designation & Department	Role
1	Dr.K Sathyanarayana	Principal	Chairman
2	Mr. K. Hari Prasad	Associate Professor	Coordinator
3	Mr.K. Sandeep	Associate Professor	Member
4	Mrs.CH.Sunitha	Associate Professor	Member
5	Mrs. M. Vaishnavi	Associate Professor	Member
6	Mrs. K. Devamani	Associate Professor	Member
7	Mrs. S. Jyothi	Assistant Professor	Member
8	Madhavi	Member	Student
9	Arthi	Member	Student
10	Mohan	Member	Student

**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

---

Date: 15/07/2017

**GRIEVANCE REDRESSAL MECHANISM 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.K. Sathyanarayana Principal
2. Coordinator- Mr.K.Hari Prasad Associate Professor

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

  
Principal

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist , Telangana.

Copy to:

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





**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PCOP/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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist ,Telangana.

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 22/08/2017

As per the circular, PCOP/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.	Name	Designation & Department	Role
1	Dr.K Sathyanarayana	Principal	Chairman
2	Mr. K. Hari Prasad	Associate Professor	Coordinator
3	Mr.K. Sandeep	Associate Professor	Member
4	Mrs.CH.Sunitha	Associate Professor	Member
5	Mrs. M. Vaishnavi	Associate Professor	Member
6	Mrs. K. Devamani	Associate Professor	Member
7	Mrs. S. Jyothi	Assistant Professor	Member
8	Madhavi	Member	Student
9	Arthi	Member	Student
10	Mohan	Member	Student

**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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist , Telangana.



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

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 MECHANISAM COMMITTEE



**PRINCETON COLLEGE OF PHARMACY**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

---

Date: 19/05/2018

**GRIEVANCE REDRESSAL MECHANISM 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. K. Sathyanarayana, Principal
2. Coordinator- Mr. K. Hari Prasad Associate Professor

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

Principal

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist , Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

---

PCOP/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**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl,Medchal Dist ,Telangana.

Copy to:

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



**PRINCETON COLLEGE OF PHARMACY**  
Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088  
(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)

**GRIEVANCE REDRESSAL MECHANISM COMMITTEE**

Minutes of Meeting held on 21/05/2018

As per the circular, PCOP/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.	Name	Designation & Department	Role
1	Dr.K Sathyanarayna	Principal	Chairman
2	Mr. K. Hari Prasad	Associate Professor	Coordinator
3	Mr.K. Sandeep	Associate Professor	Member
4	Mrs.CH.Sunitha	Associate Professor	Member
5	Mrs. M. Vaishnavi	Associate Professor	Member
6	Mrs. K. Devamani	Associate Professor	Member
7	Mrs. S. Jyothi	Assistant Professor	Member
8	Madhavi	Member	Student
9	Arthi	Member	Student
10	Mohan	Member	Student

**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 on as possible.

**Coordinator**



**PRINCETON COLLEGE OF PHARMACY**  
**Vijayapuri colony Chowdaryguda (V), Ghatkesar (M), Medchal (D), TS-500088**  
**(Affiliated to JNTUH, Hyderabad & Approved by AICTE, New Delhi)**

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To

The coordinator

Internal Quality Assurance Cell

PCOP, Hyderabad

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 GRM COMMITTEE**