

#### **Criteria 5- Student Support and Progression**

# 5.1.4: The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

DVV Query: Provide Minutes of the meetings of student grievance committee

DVV Response: The required documents are attached below.

S.No	Particulars (Minutes of the meetings)	Page Numbers
1	Grievances committee	1-5
2	Anti Sexual Harassment committee	6-9
3	Anti ragging committee	10-21



or, M.D. DHANA RAJU, Principal. EPharm. Ph.B SIET SCHOOL OF PHARMAGY, WH-16, Chattanya Knowledge CMy PAJAHMUNDRY-533 296: (AP



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# DATE: 02-04-2022

S. No	Grievances / Details of students affected	Grievance cell Recommendations/ Suggestions	Action plan taken by the college
1	Request for additional stops of busses coming from Kakinada	Considered to provide additional stops	Initiated the action to transportation Dept. Additional stops were provided
2	Request to send away the monkeys from the campus	Considered the grievance & recommended to the CSO of the college	Not yet resolved, trying to resolve the problem.
3	Students asked to decrease the hostel fee in COVID time	Considered the grievance & recommended to the management	GM sir had a talk with students. He said that everyone must pay full fee.

MINUTES OF THE MEETING

M.D. DHANA KAJU. Principal. M,Pharm., Ph./ SIET SCHOOL OF PHARMACY. VH. 16, Chaitanya Knowledge City A LAHMUNDRY 533 206. 13



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# PATE: 11-03-2021

S. No	Grievances / Details of students affected	Grievance cell Recommendations/ Suggestions	Action plan taken by the college
1	To invite core companies to the institution for placements	Considered the grievance and recommended to provide more placements in core companies	T & P Cell has initiated the action to invite core companies to the institution
2	Request for girls rest room in the college	Considered the grievance &recommended to provide girls rest room	Girls rest room was provided in the third floor of the college.

MINUTES OF THE MEETING

No major grievances have reported during the academic year 2020-2021 except few minor grievances.



. M.U. DHANA KAJU

M, Pharm., Ph. Principal. HET SCHOOL OF PHARMACY, VH 16, Chaitanya Knowledge Cit+ DA LAHMUNDRY 532 206 11



MINUTES OF THE MEETING

S. No Grievances / Details of Grievance cell Action plan taken by the students affected **Recommendations**/ college Suggestions 1 Internet connection issues Considered the grievance Forwarded to e-Services and recommended to & they fixed some extra in the hostel increase the Wi-Fi internet. routers in the hostels. Upgraded the band width from 45Mbps to 200Mbps Initiated the action to 2 In classrooms & hostel Considered the grievance & forwarded to Electrical maintenance rooms switch boards are not working, some switches maintenance section Dept. are not in condition Hostel students asked to Considered the grievance Committee had a talk with 3 & forwarded to Hostel mess people. After 1 week change the menu in mess they replaced some items mess members with other items like Puri instead of Chapati.



Dr. M.D. DETAINA KAJU Principal. M.Pharm., Ph., GIET SCHOOL OF PHARMACY, NH 16, Chaitanya Knowledge City PATAHMUNDRY-533 296: (A)

RATE: 11-03-2020



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#### DATE: 21-03-2019

S. No	Grievances / Details of students affected	Grievance cell Recommendations/ Suggestions	Action plan taken by the college
1	More fans are required Floors & washrooms are not cleaning properly	Considered the grievance and recommended to Electrical section. & Housekeeping section.	New fans are provided &recruited some more scavengers for hostel to clean the floors and washrooms
2	The students requested to consider best one of Mid in place of average of both Mids.		Academic council is forwarded to Board of studies
3	Direct route college buses are not available during coaching classes	Considered the grievance and recommended and forwarded to Transport Dept.	Direct bus facility provided to the students who are attending for the coaching classes

MINUTES OF THE MEETING

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M. M.D. DHANA KAJU rincipal. M,Pharm., Ph. IET SCHOOL OF PHARMACY, VH 16, Chaitanya Knowledge Cit 34 14HMUNDRY .533 296: 11

# ACAC ACCREDITED

# **GIET SCHOOL OF PHARMACY**

(SRI KOUNDINYA EDUCATIONAL SOCIETY) (Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, **RAJAMAHENDRAVARAM** - 533 296. E.G.District., (A.P.) Tel: 0883 - 2484444, E-mail: gietpharmacy@gmail.com, Website: www.gietpharmacy.in

. No	Grievances / Details of students affected	Grievance cell Recommendations/ Suggestions	Action plan taken by the college
1	Sufficient food is not available in the girl's hostel mess	Considered the grievance and recommended to hostel mess committee	The hostel mess committee is initiated the action to mess people for everything ready and quantities are to be verify in the breakfast, lunch & dinner times.
2	Water problem in the girl's hostel	Considered the grievance and recommended and forwarded to maintenance Dept.	2 new large volume water tanks are fixed on the girl's hostel terrace
3	Sometimes, bus seats are not enough. So, that students standing during travel	Considered the grievance and recommended and forwarded to Transport Dept.	Extra buses made available.
4	Need more certification courses	Considered the grievance and recommended and forwarded to administration.	Issue is addressed by the principal with the respective in charges and it has been resolved.



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#### **ANNUAL REPORT**

#### DATE: 23-04-2022

A one-day seminar on "POSH ACT" was conducted by the Anti-sexual Harassment Cell organized on 16<sup>th</sup> March 2022 at the seminar hall at 2.00 pm. Dr R. Vijaya Lakshmi, Chairperson of anti-sexual committee welcomed the chief guest Rahimunnisa Begum, Advocate. She guides the college students to actively participate in rural awareness campaigns in a constant manner. The Session initiated with a discussion among college students, who face domestic violence in the society. She explained various elements of posh such as gender equality in the workplace or college, gender specific violence, & inappropriate sexually colored behavior, & embraced them to create a robust legislative framework. She gave important tips to overcome the psychological problems resulted due to domestic violence. Many queries were clarified by the chief guest and related laws to safeguard the victims were discussed in the session.

During this year No complaints have been raised related to sexual harassment.



I. M.U. DHANA 10 'rincipal. M,Pharm., Ph.D., HET SCHOOL OF PHARMACY, H 16, Chaitanya Knowledge City 14 14HMUNDRY-533 296 187





## **ANNUAL REPORT**

#### DATE: 18-03-2020

Annual report of the Internal committee in respect of complaints received during the year 2019-2020 under the Sexual Harassment of women at the workplace (Prevention, Prohibition, & Redressal) Act 2013.

1	No. of complaints received during the year	01
2	No. of complaints disposed during the year	01
3	No. of workshops or awareness programs against sexual harassment carried out	01

A one-day seminar on "Domestic Violence in India" was conducted by the Anti-sexual Harassment Cell organized on 23<sup>rd</sup>January 2020 at the seminar hall at 2.00 pm. Dr R. Vijaya Lakshmi, Chairperson of anti-sexual committee welcomed the chief guest. Her service to the society extends in the form of family counselling, creating awareness against domestic violence and juvenile delinquency. She guides the college students to actively participate in rural awareness campaigns in a constant manner. The Session initiated with a discussion among college students, who face domestic violence in the society. She explained various circumstances which lead to such violence's at their own families. Important case studies on domestic violence and their effects were screened and discussed with students. The chief guest explained the steps to be taken and remedies for such serious life threats. She gave important tips to overcome the psychological problems resulted due to domestic violence. Many queries were clarified by the chief guest and related laws to safeguard the victims were discussed in the session.

Or. M.D. DHANA RAJO, Principal. M.Pharm., Ph.D GIET SCHOOL OF PHARMACY, NH-16, Chaitanya Knowledge City PAJAHMUN DRM 533 296: (JP)

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# **ANNUAL REPORT**

#### DATE: 20-04-2019

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Annual report of the Internal committee in respect of complaints received during the year 2018-2019 under the Sexual Harassment of women at the workplace (Prevention, Prohibition, & Redressal) Act 2013.

1	No. of complaints received during the year	01
2	No. of complaints disposed during the year	01
3	No. of workshops or awareness programs against sexual harassment carried out	01

One complaint was made by a newly admitted girl student being harassed by a senior student. A committee was formed immediately. The victim was called to explain their nature of harassment. The committee took this matter up directly with the principal of the institution who came with their vice principal. Both principal & vice principal talked with the student who have raised the complaint. Then the principal came to know that the boy student once proposed the newly admitted girl student. She rejected his proposal. So, the boy student started staring her body up & down, physically blocked her movements like standing in her way, sending unwanted suggestive emails and letters. After listening her words Dr M. D. Dhana Raju, Principal of GIET School of pharmacy gave warning to the boy student & suspended him from the college.

DHANA RAJU. M.U.

NAAC ACCREDITED

Principal. M, Pharm., Ph.D BIET SCHOOL OF PHARMACY, VH 16, Chaitanya Knowledge City DA LAHMUNDRY 533 296: //





### ANNUAL REPORT

#### DATE: 30-04-2018

Annual report of the Internal committee in respect of complaints received during the year 2017-2018 under the Sexual Harassment of women at the workplace (Prevention, Prohibition, & Redressal) Act 2013.

1	No. of complaints received during the year	01
2	No. of complaints disposed during the year	01
3	No. of workshops or awareness programs against sexual harassment carried out	01

Sub: Annual report of the year ending 30<sup>th</sup>April 2018 under Section 2 of Sexual Harassment of Women at the Workplace (Prevention, Prohibition, & Redressal) Act 2013.

One single complaint was made by a junior female faculty being harassed by a senior male faculty. A committee was formed immediately. The victim was called to explain their nature of harassment. The committee took this matter up directly with the principal of the institution who came with their vice principal. After listening their nature of harassment, principal came to know that the mistake was on senior male faculty side. So, he suspended the Male senior faculty from the college.

Principal. M.Pharm., Ph.J GIET SCHOOL OF PHARMACY, NH 16, Chaitanya Knowledge City RAJAHMUNDRY 533 296: (1)



CHAIRPERSON



Place: Board Room, GIET School of Pharmacy Date: 20<sup>th</sup>January, 2022

Agenda: Review on Ragging

# MINUTES OF THE MEETING

1. Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- Discussed minutes of the previous meeting which was held on 21<sup>st</sup> August, 2021.
- The chairman of the committee requested the committee members to verify whether each student has submitted an undertaking/affidavit at the time of his /her registration.
- All the Anti-ragging squad & committee members are involved effectively in providing safety and comfort to the newly joined students. Hence No ragging is reported in the campus in the academic year 2021-2022.
- The meeting concluded with the thanks by the chairman to all the members of the Committee.



20/1/22 PRINCIPAL

**Principal. Principal. GIET SCHOOL OF PHARMACY, NH-16, Chaitanya Knowledge City, RAJAHMUNDRY-533 296: (API** 



Place: Board Room, GIET School of Pharmacy Date: 21<sup>st</sup>August, 2021 Agenda: Reconstitution of Student Committee

# **MINUTES OF THE MEETING**

- Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.
- Discussed minutes of the previous meeting which was held on 30<sup>th</sup> March 2021.
- To maintain & enforce strict discipline in the college campus as all major/minor acts of indiscipline may have serious consequences.
- Complaint box has been kept for students.
- The convener ended the meeting with a vote of thanks.

Thanking you



PRINCIPAL

Dr. M.D. DHANA KAJU Principal. M. Phavm. Ph.D., GIET SCHOOL OF PHARMACY, NH. 16, Chaitanya Knowledge City, RAJAHMUNDRY-533 296: (AP)



Date: 30<sup>th</sup> March, 2021

Agenda: Measures to be taken to prevent ragging on the Campus

# **MINUTES OF THE MEETING**

1. Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- Providing information about contact persons with phone number & E-mail ID in case of complaints on ragging.
- Display of punishments as per supreme court order for various offences connected to ragging.
- Conduct meetings for the first-year students & senior students separately to create mass awareness on ragging.
- Student undertaking.
- Anti-Ragging squad team

PRINCIPAL DT. M.D. DHANA RAJU, Principal. M.P.A.B. Ph.A. GIET SCHOOL OF PHARMACY, HH-16, Chaitanya Knewledge City, RAJAHMUNDRY-533 296: (AP)



Place: Board Room, GIET School of Pharmacy Date: 3<sup>rd</sup> April, 2020 Agenda:Institutional measures to curb the ragging menace

# MINUTES OF THE MEETING

1. Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- The student representative thanked for nominating her in the committee. She said that during rounds, she could experience the comfortable atmosphere for the new entrantscreated in the campus & thanked the college for the same. She also reported that the first-year students are absorbed very well into GIET culture & expressed their happiness to be a student of our college during orientation program.
- Boards & posters related to anti-ragging concepts is already displayed in various noticeable places like hostel, canteen, library, etc.
- The committee members shared that there are no ragging issues happening on the campus. The college has taken all measures to take care of international students with regard to ragging.
- The meeting ended with a vote of thanks rendered by Dr M. D. Dhana Raju.



PRINCIPAL RAJU Principal M.Poorm Ph.F GIET SCHOOL OF PHARMACY, NH-16, Chaitanya Knowledge City, RAJAHMUNDRY-533 296: (AP)



Date: 20<sup>th</sup> December, 2019

Agenda: Measures to monitor & prevent ragging.

## **MINUTES OF THE MEETING**

1. Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- Measures to monitor & prevent ragging: It was decided that the committee members will form as vigilance squad against ragging for monitoring & supervising the campus & classrooms. It was decided that any incident on ragging if noticed should be recorded on the spot & the student indulging in any such activities should be brought to the notice of the concerned person in authority immediately.
- The Fresher's party was well received by first year students & the students shared their views on seniors encouraging them to participate in events.
- The chairperson congratulated the committee members for the effective functioning of the committee by creating a congenital atmosphere towards prevention of ragging in the campus.



PRINCIPAL

Dr. M.D. LHANA KAJU, Principal. M.Pharm Ph.N. GIET, SCHOOL OF PHARMACY, NH-16, Chaitanya Knowledge City, RAJAHMUNDRY-533 296: (AP)



Date: 9<sup>th</sup> August, 2019

Agenda:Regarding complaints received on ragging issues if any.

# **MINUTES OF THE MEETING**

1. Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- Minutes of the previous meeting: The convener welcomed the members of the committee & began with reading out the minutes of the previous meeting which was held on 15<sup>th</sup> March, 2019.
- Matters related to any complaints received from the campus: It was reported that due to strict vigilance & constant supervision, there were no ragging issues in the campus. The principal tanked all the members for initiating measures on strict vigilance by patrolling in turn across the campus during admission period.
- Prof. Dr S. Ramachandran informed that regular patrolling in the campus revealed that there exists a very friendly environment in the campus.
- > The meeting ended with the convener proposing the vote of thanks.



Principal. M.D. DHANA M.D. M. P. M. Phil Principal. GIET SCHOOL OF PHARMACY, BH-16, Chaitanya Knowledge City, RAJAHMUNDRY-533 296: (AP)



Date: 15<sup>th</sup> March, 2019

Agenda: To discuss the information of class committee meetings.

# MINUTES OF THE MEETING

1. Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- Four short films & a documentary film to counsel students on ill effects of ragging are shown to the first-year students during the orientation programme.
- During Class-Committee meetings, Principal, Heads of departments & class in charge created awareness among students about prevention of ragging & other issues regarding ragging. The students were monitored, so that there was no chance of ragging. Information of the class committee meeting were discussed in the Anti-Ragging committee meetings held periodically.
- > Till date no incident of ragging has been reported.



PRINCIPAL Principal. GIET SCHOOL OF Pr Knowie je City, H-16, Chai AJAHMUNDRY -533 296: (AP



Date: 27<sup>th</sup> December, 2018

Agenda: To guide the students about Anti-Ragging

# **MINUTES OF THE MEETING**

1. Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- Ragging is prohibited inside & outside the college campus.
- Severe action would be taken against the students involved in ragging, irrespective of their gender.
- Parents will also be responsible for the ragging committed by the students.
- Students involving in ragging would be vanished from the institute with an imposition of fine.



PRINCIPAL 27/12/18

PRINCIPAL **DT.** M 13, DHANA RAJU, **Principal**. **GIET** SCHOOL OF PHARMACY, NH-16, Chaitanua Knowledge City, RAJAHMUNDRY-533 296: (AP)



Date: 3<sup>rd</sup> September, 2018

Agenda: Guidance to hostel students.

#### **MINUTES OF THE MEETING**

1. Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- No outsiders other than inmates of the hostels shall stay in the hostels.
- All the classrooms are to be equipped with CC cameras.
- All the corridors of all the buildings, central library, central canteen of the college shall have CC cameras.
- To establish cordial relationship between senior & junior students, the Fresher's Day is to be organised tentatively in the last week of September.

2. To regulate ragging issues among the hostel students, staff is appointed to visit the hostels in periodic intervals.



PRINCIPAL Dr. M.D. DITAINA MEDI Principal. M.D. A.D. GIET SCHOOL OF PHARMACY, NH 16, Chaitanya Knewledge City, RAJAHMUNDRY-533 296: (A)



Place: Board Room, GIET School of Pharmacy Date: 13<sup>th</sup> April, 2018 Agenda:To organize Anti-Ragging awareness programs.

# MINUTES OF THE MEETING

1. Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- Seniors must ensure that no ragging is taking place anywhere in the campus.
- As per the guidelines of Honourable Supreme Court of India & the directions of UGC, students are instructed to submit an Anti-Ragging Affidavit separately by students & parents.
- To create awareness on ragging & its consequences planned to conduct a meeting with District level police officers.

2. Flying squad is nominated with a group of staff members to look after the issues related to Anti-Ragging activities inside & outside the college campus.



1314/18 PRINCIPAL

Dr. M.D. Drie and South Principal Microsoft Ph.D. GIET SCHOOL OF PHARMACY, NH-16. Chaitanya Knowledge City RAJAHMUNDRY-533 296. (AP)



Place: Board Room, GIET School of Pharmacy Date: 5<sup>th</sup> January, 2018 Agenda: To review the case of ragging if any

# MINUTES OF THE MEETING

1.Anti-Ragging squad and Anti-Ragging committee members gathered and discussed the following points to curb the ragging.

- It is the responsibility of the seniors to guide the fresher's whenever they approach them.
- As responsible members of the college seniors must help and cooperate with the juniors.
- If any incident of ragging occurs it is the duty of senior students to bring it up the notice of higher officials.

2.I-year B. Pharm and II-yearB. Pharm students were invited for enquiry separately and discussed the issues in detail on 5<sup>th</sup> January, 2018.

3. At the end of the meeting we came to know that no such incidence happened in our campus and hostel premises.

4. The meeting was concluded by giving warning to the senior students that in future no one should involve in such activities.



PRINCIPAL DI M. OR MANAIM PRO Principal Manaim Pro-GIET SCHOLDI - PHARMACY. WH-16 Chattanua Knowledge City PA JAHMUNDRY-533 296. (MP)



**IET SCHOOL OF PHARMACY** 

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- Place Board Room, GIET School of Pharmacy
- Date 14<sup>th</sup> & 15<sup>th</sup> September, 2017.
- Agenda Enquiry upon ragging.

# **MINUTES OF THE MEETING**

- 1. Upon receiving the complaint from Anti-Ragging helpline our Anti-Ragging squad head and chairman of the committee with students members gathered for a meeting to enquire about the complaint.
- First year Pharm D and II year Pharm D students were invited for enquiry separately and discussed the issues in detail on 14<sup>th</sup> and 15<sup>th</sup> September, 2017.
- 3. At the end of the meeting we came to know that no such incidence happened in our campus and hostel premises. As we would like to say that our boy students are not allowed strictly in girls hostel as a part of the complaint.
- 4. On 15<sup>th</sup> September, 2017 the second meeting was called and discussed the issues again and we could not yield any new information.
- 5. The meeting was concluded by giving warning to the senior students that in future no one should involve in such activities.
- 6. The meeting was attended by the Anti-Ragging squad, Anti-Ragging committee members.



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