



St. Peter's

Institute of Pharmaceutical Sciences

Sponsored by St. Peter's Educational Association, Reg.No.777/1980

Vidyanagar, Warangal Urban-506 001, Telangana, India

Ph: Off: 0870-2567303, Mobile: 9000001196

(Approved by PCI, New Delhi, Govt. of TS and Affil. to Kakatiya University, Warangal)

Website: www.stpeters.co.in, Email: spipswgl@gmail.com

Minutes of the Meeting held on Saturday, Dt 1-4-2023 for Grievance Redressal Cell

Date: 01.04.2023

Time: 4.30 pm

Venue: Board Room

S.No	Name of the Member	Designation	Attendance
1	Mr. T, Jayapal Reddy	Head of the Institution	✓
2	Dr. P. Rajasekhar	Chair Person	✓
3	Dr. G. Jayaprakash Reddy	Faculty	✓
4	Dr. Rajeshri Dhurke	Faculty	✓
5	Dr. D. Praveen	Faculty	✓
6	Mr. P. Srinivasa Rao	Faculty	✓
7	Mrs. M. Haritha	Faculty	✓
8	Ms. S. Madhwika	Student Representative	Madhwika
9	Ms. V. Vaishnavi	Student Representative	Vaishnavi

Agenda: No grievances were found.

1. Convenor welcomed the team members and the started the meeting at 4:30 pm.
2. The student representative was told to address the grievance to the gathering.
3. The committee members should take necessary initiative and make sure students feedback after the grievance was tackled in appropriate manner.
4. Necessary steps were taken to have the grievance addressed.
5. Confirmation that previous meeting grievances were taken care of. Parking lot was increased and faculty and student parking areas are segregated.

The meeting was concluded with the vote of thanks and regards to all the members present in the meeting by the chairperson.

Dr. P. Rajasekhar

Principal

(Chairperson)

Principal

St. Peter's Institute of Pharmaceutical Sciences

Vidyanagar, Hanamkonda,

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Minutes of the Meeting held on Wednesday, Dt 18-01-2023 for Grievance Redressal Cell

Date: 18.01.2023

Time: 5.00 pm

Venue: Board Room

S. No	Name of the Member	Designation	Attendance
1	Mr. T. Jayapal Reddy	Head of the Institution	
2	Dr. P. Rajasekhar	Chair Person	
3	Dr. G. Jayaprakash Reddy	Faculty	
4	Dr. Rajeshri Dhurke	Faculty	
5	Dr. D. Praveen	Faculty	
6	Mr. P. Srinivasa Rao	Faculty	
7	Mrs. M. Haritha	Faculty	
8	Ms. S. Madhwika	Student Representative	Madhwika
9	Ms. V. Vaishnavi	Student Representative	Vaishnavi

Agenda: Addressing request regarding increasing parking area.

1. Convenor welcomed the team members and the started the meeting at 5:00 pm.
2. The student representatives addressed the grievance to the gathering.
3. The committee members should take necessary initiative and make sure students feedback after the grievance was tackled in appropriate manner.
4. Confirmation that previous meeting grievances were taken care off. Implementation of Mock tests before final examinations was done at regular intervals and class teacher in charges are levied with same duties.

The meeting was concluded with the vote of thanks by the chairperson.


18/01/23

Dr. P. Rajasekhar

Principal

(Chairperson)

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Minutes of the Meeting held on Monday, Dt 11-04-2022 for Grievance Redressal Cell

Date: 11.04.2022

Time: 4.45 pm

Venue: Board Room

S. No	Name of the Member	Designation	Attendance
1	Mr. T. Jayapal Reddy	Head of the Institution	
2	Dr. P. Rajasekhar	Chair Person	
3	Dr. G. Jayaprakash Reddy	Faculty	
4	Dr. Rajeshri Dhurke	Faculty	
5	Dr. D. Praveen	Faculty	
6	Mr. P. Srinivasa Rao	Faculty	
7	Ms. S. Madhwika	Student Representative	
8	Mr. K. Ankith	Student Representative	

Agenda: Provision of GPAT coaching keeping in view the expensive fee in the coaching centres.

1. Convenor welcomed the team members and the started the meeting at 4:45 pm.
 2. The student representatives addressed the grievance to the gathering and the gathering discussed on necessary measures to be taken about grievances by students.
 3. Acquiring of necessary refilling of the first aid kits to be done regularly.
 4. Confirmation that previous meeting grievances were taken care off. Provision of internet Wi-Fi in the library and college premises with increase of band width and installation of amplifiers was done.
- The meeting was concluded with the vote of thanks to the team by the chairperson.

Dr. P. Rajasekhar
Principal
(Chairperson)

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Minutes of the Meeting held on Monday, Dt 20-06-2022 for Grievance Redressal Cell

Date: 20.06.2022

Time: 5.00 pm

Venue: Board Room

S. No	Name of the Member	Designation	Attendance
1	Mr. T, Jayapal Reddy	Head of the Institution	
2	Dr. P. Rajasekhar	Chair Person	
3	Dr. G. Jayaprakash Reddy	Faculty	
4	Dr. Rajeshri Dhurke	Faculty	
5	Dr. D. Praveen	Faculty	
6	Mr. P. Srinivasa Rao	Faculty	
7	Ms. S. Madhwika	Student Representative	
8	Mr. K. Ankith	Student Representative	

Agenda: Provision of first aid kits with electrolyte replenishers keeping extended summer in view.

1. Convenor welcomed the team members and the started the meeting at 5:00 pm.
2. The student representatives addressed the grievance to the gathering and the gathering discussed on necessary measures to be taken about grievances by students.
3. Acquiring of necessary refilling of the first aid kits to be done regularly
4. Confirmation that previous meeting grievances were taken care off. Provision of GPAT coaching by college faculty.

The meeting was concluded with the vote of thanks to the team by the chairperson.

Dr. P. Rajasekhar

Principal

(Chairperson)

Principal
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Minutes of the Meeting held on Wednesday, Dt 27-09-2022 for Grievance Redressal Cell

Date: 27.09.2022

Time: 5.00 pm

Venue: Board Room

S. No	Name of the Member	Designation	Attendance
1	Mr. T. Jayapal Reddy	Head of the Institution	
2	Dr. P. Rajasekhar	Chair Person	
3	Dr. G. Jayaprakash Reddy	Faculty	
4	Dr. Rajeshri Dhurke	Faculty	
5	Dr. D. Praveen	Faculty	
6	Mr. P. Srinivasa Rao	Faculty	
7	Mrs. M. Haritha	Faculty	
8	Ms. S. Madhwika	Student Representative	Madhwika
9	Mr. K. Ankith	Student Representative	Ankith

Agenda: Implementation of Mock tests prior to Final examinations.

1. Convenor welcomed the team members and the started the meeting at 5:00 pm.
2. The student representatives addressed the grievance to the gathering and the gathering discussed on necessary measures to be taken.
3. The committee members should take necessary initiative and make sure students feedback after the grievance was tackled in appropriate manner.
4. Confirmation that previous meeting grievances were taken care off. First aid kit was renewed with new drugs and refilled with electrolyte replenishers and Bandages.

27/09/22

Dr. P. Rajasekhar

Principal

(Chairperson)

Principal
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Minutes of the Meeting held on Wednesday, Dt 27-09-2022 for Grievance Redressal Cell

Date: 27.09.2022

Time: 5.00 pm

Venue: Board Room

S. No	Name of the Member	Designation	Attendance
1	Mr. T. Jayapal Reddy	Head of the Institution	
2	Dr. P. Rajasekhar	Chair Person	
3	Dr. G. Jayaprakash Reddy	Faculty	
4	Dr. Rajeshri Dhurke	Faculty	
5	Dr. D. Praveen	Faculty	
6	Mr. P. Srinivasa Rao	Faculty	
7	Mrs. M. Haritha	Faculty	
8	Ms. S. Madhwika	Student Representative	Madhwika
9	Mr. K. Ankith	Student Representative	Ankith

Agenda: Implementation of Mock tests prior to Final examinations.

1. Convenor welcomed the team members and the started the meeting at 5:00 pm.
2. The student representatives addressed the grievance to the gathering and the gathering discussed on necessary measures to be taken.
3. The committee members should take necessary initiative and make sure students feedback after the grievance was tackled in appropriate manner.
4. Confirmation that previous meeting grievances were taken care off. First aid kit was renewed with new drugs and refilled with electrolyte replenishers and Bandages.

Dr. P. Rajasekhar

Principal

(Chairperson)

Principal

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Minutes of the Meeting held on Monday, Dt. 3rd September 2018 in the Institution for Grievance Redressal Cell (2018-20)

S.No	Composition	Name of the Member	Signature
1	Head of the Institution	Mr T Jayapal Reddy	
2	Chairperson	Dr Vijayakumar	
3	Teachers	Dr Rajeshri Dhurke	
4		Dr G Jayaprakash Reddy	
5		Mr Sheik Abdul Hafeez	
6		Dr G Dharani	
7		Mr P Srinivasa Rao	
8	Student Representative	Ms S Navya Sri	
9	Advocate	Mr C Vidyasagar Reddy	
10	Convenor	Dr P Rajasekhar	

Minutes of Meeting

Convenor welcomed the committee members and began the meeting at 3.00 pm to discuss the grievances and to monitor them.

1. Each faculty has been assigned students for mentorships each and they need to take care of them.
2. The faculty who is acting as a mentor should give guidance and counsel them in academics or personal or Psycho-social.
3. Students grievances have to be found by the committee members and resolved.

Mr T Jayapal Reddy

Chairman

Dr Rajasekhar P

Convenor



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Minutes of the Meeting held on Friday, Dt. 7th December 2018 in the Institution for Grievance Redressal Cell (2018-20)

S.No	Composition	Name of the Member	Signature
1	Head of the Institution	Mr T Jayapal Reddy	
2	Chairperson	Dr Vijayakumar	
3	Teachers	Dr Rajeshri Dhurke	
4		Dr G Jayaprakash Reddy	
5		Dr Sheik Abdul Hafeez	
6		Dr G Dharani	
7		Mr P Srinivasa Rao	
8	Student Representative	Ms S Navya Sri	
9	Advocate	Mr C Vidyasagar Reddy	
10	Convenor	Dr P Rajasekhar	

Minutes of Meeting

Convenor welcomed the committee members and began the meeting at 11.00 am to discuss the grievances and to monitor them.

1. Additional Drinking water facility was requested and the same was made available to the students.
2. No other complaints were registered by the students

Mr T Jayapal Reddy

Chairman

Dr Rajasekhar P

Convenor



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**Minutes of the Meeting held on Tuesday, Dt. 5th March 2019 in the Institution for
Grievance Redressal Cell (2018-20)**

S.No	Composition	Name of the Member	Signature
1	Head of the Institution	Mr T Jayapal Reddy	
2	Chairperson	Dr Vijayakumar	
3	Teachers	Dr Rajeshri Dhurke	
4		Dr G Jayaprakash Reddy	
5		Dr Sheik Abdul Hafeez	
6		Dr G Dharani	
7		Mr P Srinivasa Rao	
8	Student Representative	Ms S Navya Sri	
9	Advocate	Mr C Vidyasagar Reddy	
10	Convenor	Dr P Rajasekhar	

Minutes of Meeting

Convenor welcomed the committee members and began the meeting at 3.00 pm to discuss the grievances and to monitor them.

The grievances were found by the members and following actions were taken

1. Students complained about maintenance of wash rooms and this issue was addressed by Faculty on maintenance of cleanliness
2. No other complaints were registered by the students

Mr T Jayapal Reddy

Chairman

Dr Rajasekhar P

Convenor



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Minutes of the Meeting held on Monday, Dt. 3rd June 2019 in the Institution for Grievance Redressal Cell (2018-20)

S.No	Composition	Name of the Member	Signature
1	Head of the Institution	Mr T Jayapal Reddy	
2	Chairperson	Dr Vijayakumar	
3	Teachers	Dr Rajeshri Dhurke	
4		Dr G Jayaprakash Reddy	
5		Dr Sheik Abdul Hafeez	
6		Dr G Dharani	
7		Mr P Srinivasa Rao	
8	Student Representative	Ms S Navya Sri	
9	Advocate	Mr C Vidyasagar Reddy	
10	Convenor	Dr P Rajasekhar	

Minutes of Meeting

Convenor welcomed the committee members and began the meeting at 4.00 pm to discuss the grievances and to monitor them.

1. It is decided to create awareness on grievance mechanism so that any student and faculty with a grievance may approach the Grievance Redressal Committee to submit his/her grievance in writing or can send e-mail to spipswgl@gmail.com.
2. The Grievance Committee considers all grievances submitted in writing by an individual member related to employment, working conditions, and quality of services assured to them and any other alleged injustice done to an employee while discharging his /her duties at the Institute.

Mr T Jayapal Reddy

Chairman

Dr Rajasekhar P

Convenor



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Minutes of the Meeting held on Monday, Dt. 9th December 2019 in the Institution for Grievance Redressal Cell (2018-20)

S.No	Composition	Name of the Member	Signature
1	Head of the Institution	Mr T Jayapal Reddy	
2	Chairperson	Dr Vijayakumar	
3	Teachers	Dr Rajeshri Dhurke	
4		Dr G Jayaprakash Reddy	
5		Dr Sheik Abdul Hafeez	
6		Dr G Dharani	
7		Mr P Srinivasa Rao	
8	Student Representative	Ms S Navya Sri	
9	Advocate	Mr C Vidyasagar Reddy	
10	Convenor	Dr P Rajasekhar	

Minutes of Meeting

Convenor welcomed the committee members and began the meeting at 11.00 am to discuss the grievances and to monitor them.

1. No complaints have been registered by the students

Mr T Jayapal Reddy

Chairman

Dr Rajasekhar P

Convenor



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Minutes of the Meeting held on Wednesday, Dt. 4th March 2020 in the Institution for constituting Grievance Redressal Cell (2020-22)

A meeting was convened on Wednesday, Dt. 4th March, 2020 by the Chairman of the Institution **Shri.T.Jayapal Reddy** and constituted new **Grievance Redressal Cell (2020-22)** for the years 2020-22 for redressing the grievances of academic and non-academic issues.

The Members are advised to promote the organizational framework to resolve genuine Grievances of the Institution.

S.No	Composition	Name of the Member	Designation
1.	Head of the Institution	Mr T Jayapal Reddy	Chairman
2.	Chairperson	Rev Dr Vijayakumar	External Member
3.	Teachers	Dr Rajeshri Dhurke	Pharmaceutics
4.		Dr G Jayaprakash Reddy	Pharmacology
5.		Dr Sheik Abdul Hafeez	Pharmaceutical Chemistry
6.		Dr D Praveen	Pharmacy Practice
7.		Mr P Srinivasa Rao	Pharmacognosy
8.	Student Representative	Ms K Meghana	B.Pharm Student
9.	Advocate	Ms C Vidyasagar Reddy	Advocate
10.	Convenor	Dr P Rajasekhar	Principal

The Committee shall hold office till 03.03.2022.

The Ombudsman for the committee is Prof B Suresh Reddy, Department of Economics, Kakatiya University – Ph: 9032457528

Chairman

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Minutes of the meeting - Grievance Redressal Cell

Date: 03.12.2020

Time: 11.00am

Venue: Board Room

Members Present

S.No	Name of the Member	Designation	Attendance
1	Mr T Jayapal Reddy	Head of the Institution	
2	Rev Dr Vijayakumar	Chairperson	
3	Dr Rajeshri Dhurke	Faculty	
4	Dr G Jayaprakash Reddy	Faculty	
5	Dr Sheik Abdul Hafeez	Faculty	
6	Dr D Praveen	Faculty	
7	Mr P Srinivasa Rao	Faculty	
8	Ms K Meghana	Student Representative	
9	Ms C Vidyasagar Reddy	Advocate	
10	Dr P Rajasekhar	Convenor	

Agenda:

To discuss regarding the Grievance Redressal during the Covid pandemic situation.

Resolutions

A discussion about the responsibilities of the committee and the events that can be conducted for the students, staff and faculty members during the covid pandemic situation was done and the committee decided the following activities in the remaining period for the academic year. It was decided to receive the Grievances through online mode i.e. Whatsapp, e-mail etc.

A grievance was raised, regarding the availability of sufficient internet in the college premises. New connection was taken to solve this issue.

No other grievances were received during this period, so some decisions were taken for the benefit of students and to improvise the confidence and personality development.

To arrange awareness lecture related to better life style for the outgoing students.

The speakers were identified to celebrate international Women's day in the second week of March 2021 and related works are shared.

Mr T Jayapal Reddy
Chairman



Dr Rajasekhar P
Convenor



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Minutes of the Meeting held on Tuesday, Dt. 8 March 2020 in the Institution for Grievance Redressal Cell

S.No	Composition	Name of the Member	Signature
1	Head of the Institution	Mr T Jayapal Reddy	
2	Chairperson	Dr Vijayakumar	
3	Teachers	Dr Rajeshri Dhurke	
4		Dr G Jayaprakash Reddy	
5		Dr Sheik Abdul Hafeez	
6		Dr D Praveen	
7		Mr P Srinivasa Rao	
8	Student Representative	Ms S Navya Sri	
9	Advocate	Mr C Vidyasagar Reddy	
10	Convenor	Dr P Rajasekhar	

Minutes of Meeting

Convenor welcomed the committee members and began the meeting at 10.00 am to discuss the grievances and to monitor them.

1. The students can approach either the mentor or respective class teachers if have any personal difficulties.
2. The students who have language difficulties (English) can be given special training.
3. Ensures that the grievances are resolved on time impartially and confidentially.

Mr T Jayapal Reddy

Chairman

Dr Rajasekhar P

Convenor