



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



## 5.1.5 Timely Redressal of the Grievances through Various Committees

### INDEX

S. No	Description	Page No
1	Institutional Guidelines	2-13
2	GRC Committee	14-45
3	Anti Ragging Committee	46-62
4	SC/ST Committee	63-71
5	Internal Complaint Committee	72-78



  
**PRINCIPAL**

PRINCIPAL  
AVANTHI INSTITUTE OF  
PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M)  
R.R. Dist. Telangana



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



## GRC Committee

### INDEX

S. No	Description	Page No
1	GRC Committee details for 2023 -2024	14-45



**PRINCIPAL**

PRINCIPAL  
AVANTHI INSTITUTE OF  
PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M)  
R.R. Dist. Telangana



AIPS/GRC/01/2023-2024

Date: 19-06-2023

**GRIEVANCE REDRESSAL COMMITTEE**

**CIRCULAR**

This is to inform all the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on 22-06-2023 at 2.30 p.m.

**Agenda:**

1. Formation of the Grievance Redressal Committee for the academic year 2023-2024.
2. Awareness program on Grievance Redressal mechanism.
3. Any other topic with the permission of the convenor.

*MR. Krishna*  
**COORDINATOR**

**Copy to:**

1. All HOD's
2. IQAC Coordinator
3. Office
4. All the members of Grievance Redressal Committee

**Committed to Excellence in Technical Education**



**PRINCIPAL**

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist



## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 22-06-2023 at 2:30 p.m. in the college Conference Hall. The convenor extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2023-24.

The Committee discussed the following agenda at the meeting:

### **Item-1**

Formation of the Grievance Redressal Committee for the academic year 2023-2024.

### **Resolution:**

It was discussed to reconstitute the Grievance Redressal Committee for the academic year 2023-2024. In every department, a few faculties are formed to look into the problems faced by the students in the campus. The committee should settle genuine grievances and also the matters of psychological harassment by faculty, up to a satisfaction level so as to create a healthy relationship among the students in the campus. The grievance will include any matter related to the student. The committee is advised to contribute effectively to dispose the grievances at the earliest. The number of grievances settled or pending will be reported to the Principal/Director.

### **Item-2**

Awareness program on Grievance Redressal mechanism.

### **Resolution:**

As per the discussions done by the members of the committee, it was agreed by the committee members to spread awareness among the students and staff about identifying and sharing any grievances by organizing awareness programs and guest lectures.

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PRINCIPAL

Avanathi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist



## GRC MEMBERS

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE	SIGNATURE
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. Y. JAYAPRADA	H.R.DIRECTOR	MEMBER	
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
4	Dr. M. RAMAKRISHNA	HOD	COORDINATOR	
5	Dr. B. MANJULA	HOD	MEMBER	
6	Dr. B. EVANGILEEN	ASSISTANT PROFESSOR	MEMBER	
7	Dr. V. ANUDEEP	ASSISTANT PROFESSOR	MEMBER	
8	A. SHRUTHI	ASSOCIATE PROFESSOR	MEMBER	
9	K.S.R. MOHAN RAO	AO	MEMBER	
10	SD ALI	STUDENT	MEMBER	
11	G. SURAJ KUMAR	STUDENT	MEMBER	
12	B. GANESH	STUDENT	MEMBER	



**CONVENOR**

**PRINCIPAL**

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



AIPS/GRC/02/2023-2024

Date: 24-08-2023

## GRIEVANCE REDRESSAL COMMITTEE

### CIRCULAR

All the members of Grievance Redressal Committee (GRC) are requested to attend the meeting on 26-08-2023 at 2.30 p.m at the college conference hall to discuss the following agenda as per the complaints received.

#### **Agenda:**

1. Action on the items from previous meeting minutes.
2. To discuss matters related to Replacement of broken wash basin.
3. To discuss matters related to providing of curtains due to improper view of board while using projector.
4. Any other topic with the permission of the convenor.

MR. K. S. K. S.  
COORDINATOR

#### **Copy to:**

1. All HOD's
2. IQAC Coordinator
3. Office
4. All the members of Grievance Redressal Committee

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AVANTHI INSTITUTE OF  
PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.

24-8-23

Gurthapally

To

The Principal Sir

Avarthi Institute of pharmaceutical Sciences.

Gurthapally

Respected Sir

Sub: About replacement of broken wash basin.

We are P. Geethika and R. Mythri of 2<sup>nd</sup> year B.Pharm. in AIPS. We came out with a problem related to replacement of broken wash basin.

So I request you to please sort out the problem.

Thanking you.

Yours faithfully,

P. Geethika

R. Mythri

Forwarded to  
AM

23-08-2024  
Gunthapally,

To,  
The Principle Sir  
Awanthi Institute of Pharmaceutical Sciences  
Gunthapally  
Respected Sir

SUB:- About providing curtains value to improve view of board while using projector

We are students from Pharm D II<sup>nd</sup> year Madisetti Sai Teja, manthana suray Raj & Abhishek, department supervisor do response immediately to provide curtains do improve view of board while using projector

Thanking you,

Yours sincerely,  
Sai Teja  
Suray Raj  
Abhishek.

Fwd  
Cur





## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 26-08-2023 at 2:30 p.m. in the college Conference Hall. The convenor extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2023-24.

Action on the items from previous meeting minutes.

### **Item-1**

To discuss matters related to Replacement of broken wash basin.

### **Resolution:**

It was discussed to look into the problem addressed by the B.Pharm II<sup>nd</sup> year, students P. Geethika and R. Mythri, regarding replacement of broken wash basin. The Grievance and Redressal has called upon the concerned maintenance supervisor and informed him about the problem. The committee advised the concerned work supervisor to complete the task within a day. The complaint was resolved by replacing the broken wash basin.

### **Item-2**

To discuss about providing curtains due to improper view of board while using projector.

### **Resolution:**

With reference to the complained by the Pharm.D II<sup>nd</sup> year students Madishetty Sai Teja, Manthana Sanay Raj and Shaga Abhishek, the committee members contacted concerned maintenance department supervisor to look in to the matter properly and respond immediately by assigning this task to the building maintenance supervisor and check that the window curtains are arranged as soon as possible. .



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PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



## GRC MEMBERS

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE	SIGNATURE
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. Y. JAYAPRADA	H.R.DIRECTOR	MEMBER	
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
4	Dr. M. RAMAKRISHNA	HOD	COORDINATOR	
5	Dr. B. MANJULA	HOD	MEMBER	
6	Dr. B. EVANGILEEN	ASSISTANT PROFESSOR	MEMBER	
7	Dr. V. ANUDEEP	ASSISTANT PROFESSOR	MEMBER	
8	A. SHRUTHI	ASSOCIATE PROFESSOR	MEMBER	
9	K.S.R. MOHAN RAO	AO	MEMBER	
10	SD ALI	STUDENT	MEMBER	
11	G. SURAJ KUMAR	STUDENT	MEMBER	
12	B. GANESH	STUDENT	MEMBER	



**CONVENOR**  
PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.

27-8-23

Gunthapally.

To

The Principal Sir  
Aranthi Institute of Pharmaceutical Sciences.  
Gunthapally

Respected Sir,

Sub:- Thanking for solving the broken  
wash basin. problem.

We are P. Geethika and R. Mythrai of  
II<sup>nd</sup> year B.Pharm in AIPs. we thank for solving  
the problem related to broken wash basin.

Thanking you.

Yours faithfully

P. Geethika

R. Mythrai.

31-08-2023  
Guntlapally,

To

The Principle Sir

Avarathi Institute of Pharmaceutical Sciences

Guntlapally

Respected Sir,

SUB: Thanking for providing curtains view  
view of board improper using projector

We are students from pharms DIT and you  
madidetty Sai Teja, manthana sanay Raj & Abhishek  
department superior have immediately responded to  
our problem and proved curtains to improve view  
of board while using projector.

Thanking you,

Yours sincerely,  
Sai Teja  
Sanay Raj  
Abhishek.



AIPS/GRC/03/2023-2024

Date: 26-10-2023

**GRIEVANCE REDRESSAL COMMITTEE**

**CIRCULAR**

This is to inform all the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on 28-10-2023 at 2.30 p.m.

**Agenda:**

1. Action on the items from previous meeting minutes.
2. To discuss matter related to about socket problem
3. To discuss matter related to about fans repair.
4. Any other topic with the permission of the convenor.

*M.R. Kiran*  
**COORDINATOR**

**Copy to:**

1. All HOD's
2. IQAC Coordinator
3. Office
4. All the members of Grievance Redressal Committee

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*[Signature]*  
**PRINCIPAL**  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.

26-10-23

Gunthapally

To  
The Principal Sir,  
Avarnhi Institute of Pharmaceutical Sciences  
Gunthapally.

Respected Sir,

Sub:- About the socket problem in classroom.

We are M. Akhilesh and K. Sandeep  
of III<sup>rd</sup> year B. Pharm in AIPS. We come out with  
a problem related to socket problem in classroom.

So I request you to please sort out  
the problem.

Thanking you.

Yours faithfully  
M. Akhilesh.  
K. Sandeep.

Forwarded  
& CMC



26-10-23.

Gunthapally

To

The Principal Sir.  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally.

Respected Sir.

Sub:- About fans repair in the classroom.

We are A. Arthi & B. Maneesha of <sup>III</sup><sup>rd</sup> year  
pharm-D in AIPS. We came out with a problem  
about fans repair in the classroom.

So I kindly request you to please  
solve the problem.

Thanking You

Yours Faithfully  
A. Arthi  
B. Maneesha.

Forwarded  
to



## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 28-10-2023 at 2:30 p.m. in the college Conference Hall. The convenor extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2023-24.

Action on the items from previous meeting minutes.

### **Item-1**

To discuss about the socket problem in classroom.

Action taken: Socket which were not in proper condition is replaced with new ones in the classroom.

### **Resolution:**

The following students M. Akhilesh and K. Sandeep of III<sup>rd</sup> year B.Pharm, come out with a problem related to the sockets in the classroom. The grievance redressal committee chairman asked AO, to look into this matter and also advised him to discuss with the concerned manager to increase the number or to replace to the sockets in classroom.

### **Item-2**

To discuss about the fans repair in classroom.

### **Resolution:**

The following students A. Arthi and B. Maneesha Pharm.D I<sup>st</sup> year, come out with a problem related to the fans in the classroom. The grievance redressal committee chairman asked AO, to look into this matter and also advised him to discuss with the concerned manager to repair fans in classroom within a day.

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PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.





## GRC MEMBERS

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1.	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. Y. JAYAPRADA	H.R.DIRECTOR	MEMBER	
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
4	Dr. M. RAMAKRISHNA	HOD	COORDINATOR	
5	Dr. B. MANJULA	HOD	MEMBER	
6	Dr. B. EVANGILEEN	ASSISTANT PROFESSOR	MEMBER	
7	Dr. V. ANUDEEP	ASSISTANT PROFESSOR	MEMBER	
8	A. SHRUTHI	ASSOCIATE PROFESSOR	MEMBER	
9	K.S.R. MOHAN RAO	AO	MEMBER	
10	SD ALI	STUDENT	MEMBER	
11	G. SURAJ KUMAR	STUDENT	MEMBER	
12	B. GANESH	STUDENT	MEMBER	



**CONVENOR**

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.

29-10-23

Gunthapally

To

The Principal Sir  
Avanthi Institute of Pharmaceutical Sciences.

Gunthapally

Respected Sir

Sub:- Thanking for solving the socket  
problem in the classroom.

We are M. Akhilesh and K. Sandeep of  
III<sup>rd</sup> year B.Pharm in AIPS. We thank for solving the  
problem related to sockets in the classroom

Thanking you

your's faithfully

M. Akhilesh

K. Sandeep.

29-10-23

Gunthapally

To.

The Principal Sir.

Avanthi Institute of Pharmaceutical Sciences.

Gunthapally

Respected Sir.

Sub:- Thanking you for solving the fans repair in the classroom.

We are A. Arthi & B. Maneeha of 2<sup>nd</sup> year pharm-D in AIPS. We thank you for solving the problem related to the fans repair in the classroom.

Thanking You,

Yours Faithfully

A. Arthi

B. Maneeha



AIPS/GRC/04/2023-2024

Date: 26-12-2023

## GRIEVANCE REDRESSAL COMMITTEE

### CIRCULAR

This is to inform all the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on 29-12-2023 at 2.30 p.m.

#### **Agenda:**

1. Action on the items from previous meeting minutes
2. To discuss matter related to sink leakage and window problem.
3. To discuss matter related to pets and birds.
4. Any other topic with the permission of the convenor.

*MR. K. K. K.*  
COORDINATOR

#### **Copy to:**

1. All HOD's
2. IQAC Coordinator
3. OFFICE
4. All the members of Grievance Redressal Committee

*Committed to Excellence in Technical Education*



PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.

28-12-2023  
Gunthapally

To  
The Principal Sir  
-Avanathi Institute Of Pharmaceutical Sciences  
Gunthapally.

Respected Sir

Sub:- About Sink Leakage and Window problem.

We are K. Gopikrishna and B. Arun of III<sup>rd</sup> year  
Pharm D in AIPS. We come out with a problem related to  
sink leakage in lab and window problem in the classroom.

So I request you to please sort out the problem.

Thanking you

Your's Faithfully  
K. Gopikrishna  
B. Arun

Forwarded  
to class

28-12-2023  
Gunthapally

To  
The principal sir  
Aarathi Institute of pharmaceutical sciences  
Gunthapally  
Respected sir

Sub:- To discuss matter related to pets and birds.

We are A. Sai vardan and E. Saraswathi of 1<sup>st</sup> year  
B. pharm. We come out with a problem related to pets  
and birds in classroom.

So we request you to please arrange the mesh on  
windows and ventilators to avoid the pets and birds

Thanking you

Yours faithfully  
A. Sai vardan  
E. Saraswathi

Forwarded  
to  
Cure  




## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 29-12-2023 at 2:30 p.m. in the college Conference Hall. The convenor extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2023-24.

Action on the items from previous meeting minutes

### **Item-1**

To discuss about sink leakage and window problem.

### **Resolution:**

The following students K. Gopi krishna and B. Arun of III<sup>rd</sup> year Pharm.D, come out with a problem related to sink leakage in lab and window problem in the classroom. The grievance redressal committee chairman asked AO, to look into this matter and also advised him to discuss with the concerned manager to repair sink and windows.

### **Item-2**

To discuss matter related to pets and birds.

### **Resolution:**

The following students A. Sai Varsha and E. Saraswathi of I<sup>st</sup> year B.Pharm come out with a problem related to pets and birds in the classroom. Arranged the mesh on windows and ventilators to avoid the pets and birds.

**Committed to Excellence in Technical Education**



Principal  
Avanathi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



## GRC MEMBERS

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE	SIGNATURE
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. Y. JAYAPRADA	H.R.DIRECTOR	MEMBER	
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
4	Dr. M. RAMAKRISHNA	HOD	COORDINATOR	
5	Dr. B. MANJULA	HOD	MEMBER	
6	Dr. B. EVANGILEEN	ASSISTANT PROFESSOR	MEMBER	
7	Dr. V. ANUDEEP	ASSISTANT PROFESSOR	MEMBER	
8	A. SHRUTHI	ASSOCIATE PROFESSOR	MEMBER	
9	K.S.R. MOHAN RAO	AO	MEMBER	
10	SD ALI	STUDENT	MEMBER	
11	G. SURAJ KUMAR	STUDENT	MEMBER	
12	B. GANESH	STUDENT	MEMBER	



CONVENOR

PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayathi Nagar (M),  
Ranga Reddy Dist.



04-01-2024  
Gunthapally

To  
The Principal Sir  
Avanthi Institute Of Pharmaceutical Sciences  
Gunthapally  
Respected Sir

Sub:- Thanking for solving the sink leakage and  
window problem.

We are K. Gopikrishna and B. Arun of III<sup>rd</sup> year  
Pharm D in AIPS. We thank for solving the problem  
related to sink leakage in lab and window problem in  
class room.

Thanking You

Your's faithfully  
K. Gopikrishna  
B. Arun

4-01-2024  
Gunthapally

To

The Principal sir  
Awanthi Institute of pharmaceutical sciences  
Gunthapally

Respected sir.

Sub:- Thanking you for arranging the mesh on windows and ventilators to avoid the pets and birds.

we are A. Saivardan and E. Saraswathi of 1<sup>st</sup> year B. pharm. Thank you for solving the problem related to pets and birds in classroom by arranging mesh on windows.

Thanking You.

Yours faithfully  
A. Sai vardan  
E. Saraswathi



AIPS/GRC/05/2023-2024

Date: 26-02-2024

**GRIEVANCE REDRESSAL COMMITTEE**

**CIRCULAR**

This is to inform all the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on 28-02-2024 at 2.30 p.m.

**Agenda:**

1. Action on the items from previous meeting minutes
2. To discuss matter related to girls washroom.
3. To discuss matter related to replacement of hall.
4. Any other topic with the permission of the convenor.

*M.R. Krishna*  
COORDINATOR

**Copy to:**

1. All HOD's
2. IQAC Coordinator
3. Office
4. All the members of Grievance Redressal Committee

**Committed to Excellence in Technical Education**



*[Signature]*  
PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.

25-02-2024  
Gunthapally,

To  
The Principle Sir,  
Avanathi Institute of Pharmaceutical Sciences  
Gunthapally,  
Respected Sir.

Sub: About Neatness & problems in Girls washroom.

We are students P. Pavithra and V. Prathibha of III<sup>rd</sup> year B. pharm, come out with a problem related to girls washroom. Dustbins were provided and Washroom were cleaned by washroom.

So we request you to please sort out the problem

Thanking you,

Yours Sincerely,  
P. Pavithra.  
V. Prathibha.

Forwarded  
K. S. S.

26-02-2024

Gunthapally

TO

The Principle Sir

Avanathi Institute of Pharmaceutical Sciences  
Gunthapally

Respected Sir,

SUB:- About the Replacement of hall

We are students T. Pavankalyan, B. Ganesh and P. Bhujang of III<sup>rd</sup> year B. Pharm come out with a problem related to replacement of halls. Halls were provided and cleaned by workers.

So, I request you to please sort out the problem

Thanking you,

Yours faithfully,

T. Pavankalyan

B. Ganesh

P. Bhujang.

Forwarded  
15/2/24



## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 28-02-2024 at 2:30 p.m. in the college Conference Hall. The Chairman extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2023-24.

Action on the items from previous meeting minutes

### Item-1

To discuss about the girls washroom.

### Resolution:

The following students P. Pavithra and V. Prathibha of III<sup>rd</sup> year B.Pharm, come out with a problem related to girls washroom. Dustbins were provided and Washroom were cleaned by washroom workers.

### Item-2

To discuss about the replacement of hall.

### Resolution:

The following students T. Pavankalyan, B. Ganesh and P. Bhujang of III<sup>rd</sup> year B.Pharm, come out with a problem related to replacement of hall. Halls were provided and cleaned by workers.

**Committed to Excellence in Technical Education**



PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



## GRC MEMBERS

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE	SIGNATURE
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. Y. JAYAPRADA	H.R.DIRECTOR	MEMBER	
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
4	Dr. M. RAMAKRISHNA	HOD	COORDINATOR	
5	Dr. B. MANJULA	HOD	MEMBER	
6	Dr. B. EVANGILEEN	ASSISTANT PROFESSOR	MEMBER	
7	Dr. V. ANUDEEP	ASSISTANT PROFESSOR	MEMBER	
8	A. SHRUTHI	ASSOCIATE PROFESSOR	MEMBER	
9	K.S.R. MOHAN RAO	AO	MEMBER	
10	SD ALI	STUDENT	MEMBER	
11	G. SURAJ KUMAR	STUDENT	MEMBER	
12	B. GANESH	STUDENT	MEMBER	



**CONVENOR**  
PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Rangareddy Dist.

03-03-2024

Gurthapally,

To,

The Principle Sir

Aranthi Institute of pharmaceutical Sciences

Gurthapally

Respected Sir.

Sub: Thanking for solving the problemes in  
Girls washroom

We are students P. Pavithra and V. Prathibha  
of III<sup>rd</sup> year B. pharm. in AIPS. we thank for solving  
the problems related to dustbins were provided and  
washroom was cleaned in Girls washroom.

Thanking you,

Yours Sincerely,

P. Pavithra

V. Prathibha



04-03-2024  
Gunthapally

To  
The Principle Sir

Ananthi Institute of Pharmaceutical Sciences  
Gunthapally.

Respected Sir,

SUB:- About Thanking for solving the replacement  
of hall.

We are students of Bpharm III<sup>rd</sup> years of  
T. Pawankalyan, B. Ganesh, P. Bhujang. We thank  
for solving the problem related to replacement  
of hall.

Thanking you,

Yours faithfully  
T. Pawankalyan  
B. Ganesh  
P. Bhujang.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



## Anti Ragging Committee

### INDEX

S. No	Description	Page No
1	Anti Ragging Committee details for 2023 -2024	46-62



**PRINCIPAL**

**PRINCIPAL**  
AVANTHI INSTITUTE OF  
PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana.



Date: 24.07.2023

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Anti-Ragging Cell" for the academic year 2023-2024

S. NO	MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. Y. JAYAPRADHA	H.R.DIRECTOR	MEMBER	
3	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER	
4	Dr. M. RAMA KRISHNA	HOD	MEMBER	
5	Dr. B. MANJULA	HOD	COORDINATOR	
6	G.SWAPNA RANI	ASSOC. PROFESSOR	MEMBER	
7	P. PAVAN	ASST. PROFESSOR	MEMBER	
8	M. SWATHI	ASST. PROFESSOR	MEMBER	
9	K. SARIKA REDDY	ASST. PROFESSOR	MEMBER	
10	G. SRINIVASA RAO	PRO	MEMBER	
11	M. GREESHMA	Student	MEMBER	
12	K. CHANDANA	Student	MEMBER	
13	J. SAI POOJITHA	Student	MEMBER	

### Duties & Responsibilities:

1. Should meets often to discuss the steps to be taken to prevent ragging in the campus.
2. Mandatorily, anti-ragging undertaking is taken from students and their parents at the time of admission.
3. Awareness programs are conducted to the students in association with TS legal Services Authority, Local Police, Progressive Psychologists Association and various NGOs about ragging act, punishments and consequences
3. Posters depicting the anti-ragging act and its punishments are displayed on all notice boards, corridors and at the canteen.
4. Contact numbers of the anti-ragging committee members are displayed at various sensitive places across the campus.

Term: Two years and shall continue to be in force until reconstruction.

Meetings: The meeting may be schedule as and when necessary.

All the members of ARC

Office File



Principal

PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayathi Nagar (M),  
Ranga Reddy Dist.

Committed to Excellence in Technical Education



AIPS/ARC/01/2023-2024

Date: 26-07-2023

## ANTI-RAGGING COMMITTEE

### CIRCULAR

This is to inform to all members of the college Anti-Ragging Committee that a meeting is scheduled in Seminar hall on 29/07/2023 at 1 p.m to discuss the following Agenda.

#### **Agenda:**

1. Discussion on guidelines of UGC and PCI on Anti-Ragging Committee
2. Mentoring Cells
3. Roles and responsibilities of Mentors
4. Establishing Anti-Ragging Squad
5. Establishing Review mechanism
6. Suggestions and grievances

  
COORDINATOR

#### **Copy To:**

1. Office
2. All HODs
3. IQAC Coordinator
4. All the members of Anti-Ragging Committee

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Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



## MINUTES OF MEETING

A meeting of the Anti-ragging committee was held in the Seminar hall on 29-07-2023 at 1 p.m under the leadership of Dr. K. Balaji, Chairman Anti-Ragging committee, Avanthi Institute of Pharmaceutical Sciences, Gunthapally.

### **The Agenda for the meeting was:**

- Discussion on guidelines of UGC and PCI on Anti-Ragging Committee
- Mentoring Cells
- Roles and responsibilities of Mentors
- Establishing Anti-ragging Squad
- Establishing Review mechanism
- Suggestions and grievances

### Anti-Ragging Committee Members

S. No	Name of the faculty	Designation	Designation in committee	Signature
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. Y. JAYAPRADHA	H.R DIRECTOR	MEMBER	
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
4	Dr. M. RAMAKRISHNA	HOD	MEMBER	
5	Dr. B. MANJULA	HOD	COORDINATOR	
6	G. SWAPNA RANI	ASSOCIATE PROFESSOR	MEMBER	
7	P. PAVAN	ASSISTANT PROFESSOR	MEMBER	
8	M.SWATHI	ASSISTANT PROFESSOR	MEMBER	
9	K. SARIKA	ASSISTANT PROFESSOR	MEMBER	
10	G. SRINIVASA RAO	PRO	MEMBER	
11	M. GREESHMA	STUDENT	MEMBER	
12	K. CHANDANA	STUDENT	MEMBER	
13	J. SAI POOJITHA	STUDENT	MEMBER	

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Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayathnagar (M),  
Ranga Reddy Dist



## Resolutions:

### • Discussion on guidelines of UGC and PCI

The committee members discussed the guidelines of UGC and PCI on ragging and establishing and working of Anti-Ragging committee in detail.

### • Mentoring Cells

The committee members discussed how to set up a mentoring cell involving senior faculty members from each department & also student representatives to prevent ragging within the Institution.

### • Roles and Responsibilities of Mentors

The Committee discussed about the roles and responsibilities of mentors, Anti-ragging squad members and faculty members from each department and also student representatives to prevent ragging within the institution.

### • Suggestions and grievances

The committee members suggested to create a Cell where in involvement of the parents toward suggestions and grievances relating to anti-ragging could be taken up.

### • Anti-ragging Squad

The committee members discussed the activities and performance of anti-ragging squad involving members from each department and also student representatives to prevent ragging within the institution.

The meeting ended with vote of thanks to the Convenor.



**CONVENOR**

PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayathi Nagar (M),  
Ranga Reddy Dist.



Date: 24.07.2023

## UNDERTAKING FORM

### Punishments for Ragging

S.NO	ACTION	PUNISHMENT
1	Teasing, causing embarrassment of humiliation	Imprisonment up to 6 months or fine up to a maximum of Rs.1000/- or both.
2	Assaulting using criminal force or criminal intimidation	Imprisonment up to one year or fine of Rs.2,000/- or both
3	Wrongfully restraining or confining or causing hurt.	Imprisonment up to two year and fine up to Rs. 5,000/- or both
4	Causing grievous hurt or kidnapping or raping or committing unnatural offence	Imprisonment up to five years and fine up to Rs. 10,000/-
5	Causing Death or Abetting suicide	Imprisonment for life or term up to ten years with fine up to Rs. 1 Lakh.

Forms of Ragging	
To address seniors as Sir/Madam	To look at pornographic pictures to shock the fresher out of their innocence.
To perform mass drills	To force to drink alcohol, scalding tea, etc...
To serve various errands	To force to do acts with sexual overtones, including homosexual acts
To do menial jobs of the seniors	To force to do acts which can lead to physical injury/mental torture or death?
To ask / answer vulgar questions	To strip, kiss, etc. and indulge in any other obscene acts
Other Punishments	
Cancellation of admission.	Debarring from representing the college in cultural activities, sports etc...
Suspension from attending classes	Suspension/expulsion from the hostel
Withholding/ withdrawing scholarship I other benefits	Rustication from the college for periods varying from 1 to 4 semesters
Debarring from appearing in any test /examination	Expulsion from the institution and consequent debarring from admission to any institution
Withholding results	Fine for ragging between Rs. 25,000/- to Rs. 1 lakh

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Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



I am aware of the law regarding ragging as well as the punishment for ragging.

I undertake that I will not indulge in any ragging activity.

Name of the Student:

Department

Signature of the student

Reg

no \_\_\_\_\_

I, the parent guardian of above named student gone through the list of punish merits for ragging and agree to abide by the punishment meted out to my ward in case the later found guilty of ragging.

Date:

Sign of Parent / Guardian:

Name of the Parent Guardian

Enclosure

### Anti-Ragging measures taken in AIPS Campus for the A.Y: 2023-2024

1. As per the Prohibition of Ragging ACT in Educational Institutions plan of action for the year 2023-24 is formulated.

2. An Anti-Ragging Committee is constituted under Chairmanship of Principal and HOD's, Senior Faculty Members & Manager as members to work out the plan of action.

a) Under takings as per format given with the letter at reference from the senior students are taken with parents counter signature well before the joining of juniors.

b) Formation and design of new flexes with fresh team members and their contact cell phone numbers along with Toll free numbers are prepared for display in Notice Boards.

c) Laminations containing Anti ragging information are prepared and exhibited in college buses and at students gathering places like canteen.

d) Formation of Anti Ragging Squads in the campus and in college buses by turns to share the duties by all the staff (Teaching and Non- Teaching)

e) All I Year classes are arranged in a single floor, to block access to the seniors.

The stray incidents came to the notice of management were settled in an amicable way with the support of all concerned by counselling the repercussion of ragging punishments.

By strictly implementing the anti-ragging measures, suggested by the TSCHE with the support of all concerned staff, we are able to maintain campus as ragging free campus.

Committed to Excellence in Technical Education



Principal  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.





## ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

The institution shall punish a student found guilty of Ragging after following the procedure and in the manner prescribed herein under:

The Anti-Ragging Committee may be depending on the nature and gravity of the guilt may award with following punishments, namely;

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation processes.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet' tournament' youth festival, etc.
6. Cancellation of admission
7. Suspension from hostel or mess, and the like.
8. Rustication from the institution for period ranging from one to four semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified



  
**PRINCIPAL**

PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



## THE PROCEDURE FOR HANDLING RAGGING ISSUES

The information on ragging can be received in the following manner:

1. Through the notified contact details of the Committee members and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
2. Through any other member of the Institute.
3. From an external source.
4. In the event of receipt of information of ragging by any of the officers mentioned at (i) above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hours of receipt of this information.
5. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot inquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.
6. On the basis of Prima Facie, the Anti-Ragging Committee of the Institute shall promptly conduct an inquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.
7. The Anti-Ragging Committee of the Institute shall complete the inquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.
8. Thereafter, the said report and recommendations shall be considered by the Anti-Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.



**PRINCIPAL**

PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



Date: 25.01.2024

## PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Anti-Ragging Cell" for the academic year 2023-2024

S. NO	MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. Y. JAYAPRADHA	H.R.DIRECTOR	MEMBER	
3	Dr. NIHAR RANJAN DAS	VICE PRINCIPAL	MEMBER	
4	Dr. M. RAMA KRISHNA	HOD	MEMBER	
5	Dr. B. MANJULA	HOD	COORDINATOR	
6	G.SWAPNA RANI	ASSOC. PROFESSOR	MEMBER	
7	P. PAVAN	ASST. PROFESSOR	MEMBER	
8	M. SWATHI	ASST. PROFESSOR	MEMBER	
9	K. SARIKA REDDY	ASST. PROFESSOR	MEMBER	
10	G. SRINIVASA RAO	PRO	MEMBER	
11	M. GREESHMA	Student	MEMBER	
12	K. CHANDANA	Student	MEMBER	
13	J. SAI POOJITHA	Student	MEMBER	

### Duties & Responsibilities:

1. Should meets often to discuss the steps to be taken to prevent ragging in the campus.
2. Mandatorily, anti-ragging undertaking is taken from students and their parents at the time of admission.
3. Awareness programs are conducted to the students in association with TS legal Services Authority, Local Police, Progressive Psychologists Association and various NGOs about ragging act, punishments and consequences
3. Posters depicting the anti-ragging act and its punishments are displayed on all notice boards, corridors and at the canteen.
4. Contact numbers of the anti-ragging committee members are displayed at various sensitive places across the campus.

Term: Two years and shall continue to be in force until reconstruction.

Meetings: The meeting may be schedule as and when necessary.

All the members of ARC

Office File



**PRINCIPAL**  
PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



AIPS/ARC/02/2023-2024

Date: 27-01-2024

## ANTI-RAGGING COMMITTEE

### CIRCULAR

This is to inform to all members of the college Anti-Ragging Committee that a meeting is scheduled in Seminar hall on 29/01/2024 at 1 p.m to discuss the following Agenda.

#### **Agenda:**

1. Discussion on guidelines of UGC and PCI on Anti-Ragging Committee
2. Mentoring Cells
3. Roles and responsibilities of Mentors
4. Establishing Anti-Ragging Squad
5. Establishing Review mechanism
6. Suggestions and grievances

**COORDINATOR**

#### **Copy To:**

1. Office
2. All HODs
3. IQAC coordinator
4. All the members of Anti-Ragging Committee



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Gunthapally (V), Hayathi Nagar (M),  
Ranga Reddy Dist.



## MINUTES OF MEETING

A meeting of the Anti-ragging committee was held in the Seminar hall on 29-01-2024 at 1 p.m under the leadership of Dr. K. Balaji, Chairman Anti-Ragging committee, Avanthi Institute of Pharmaceutical Sciences, Gunthapally.

### **The Agenda for the meeting was:**

- Discussion on guidelines of UGC and PCI on Anti-Ragging Committee
- Mentoring Cells
- Roles and responsibilities of Mentors
- Establishing Anti-ragging Squad
- Establishing Review mechanism
- Suggestions and grievances

### Anti-Ragging Committee Members

S. No	Name of the faculty	Designation	Designation in committee	Signature
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. Y. JAYAPRADHA	H.R DIRECTOR	MEMBER	
3	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
4	Dr. M. RAMAKRISHNA	HOD	MEMBER	
5	Dr. B. MANJULA	HOD	COORDINATOR	
6	G. SWAPNA RANI	ASSOCIATE PROFESSOR	MEMBER	
7	P. PAVAN	ASSISTANT PROFESSOR	MEMBER	
8	M.SWATHI	ASSISTANT PROFESSOR	MEMBER	
9	K. SARIKA	ASSISTANT PROFESSOR	MEMBER	
10	G. SRINIVASA RAO	PRO	MEMBER	
11	M. GREESHMA	STUDENT	MEMBER	
12	K. CHANDANA	STUDENT	MEMBER	
13	J. SAI POOJITHA	STUDENT	MEMBER	

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Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



## Resolutions:

- **Discussion on guidelines of UGC and PCI**

The committee members discussed the guidelines of UGC and PCI on ragging and establishing and working of Anti-Ragging committee in detail.

- **Mentoring Cells**

The committee members discussed how to set up a mentoring cell involving senior faculty members from each department & also student representatives to prevent ragging within the Institution.

- **Roles and Responsibilities of Mentors**

The Committee discussed about the roles and responsibilities of mentors, Anti-ragging squad members and faculty members from each department and also student representatives to prevent ragging within the institution.

- **Suggestions and grievances**

The committee members suggested to create a Cell where in involvement of the parents toward suggestions and grievances relating to anti-ragging could be taken up.

- **Anti-ragging Squad**

The committee members discussed the activities and performance of anti-ragging squad involving members from each department and also student representatives to prevent ragging within the institution.

The meeting ended with vote of thanks to the Convenor.



**CONVENOR**

PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayathi Nagar (M),  
Ranga Reddy Dist.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



Date: 25.01.2024

## UNDERTAKING FORM

### Punishments for Ragging

S.NO	ACTION	PUNISHMENT
1	Teasing, causing embarrassment of humiliation	Imprisonment up to 6 months or fine up to a maximum of Rs.1000/- or both.
2	Assaulting using criminal force or criminal intimidation	Imprisonment up to one year or fine of Rs.2,000/- or both
3	Wrongfully restraining or confining or causing hurt.	Imprisonment up to two year and fine up to Rs. 5,000/- or both
4	Causing grievous hurt or kidnapping or raping or committing unnatural offence	Imprisonment up to five years and fine up to Rs. 10,000/-
5	Causing Death or Abetting suicide	Imprisonment for life or term up to ten years with fine up to Rs. 1 Lakh.

Forms of Ragging	
To address seniors as Sir/Madam	To look at pornographic pictures to shock the fresher out of their innocence.
To perform mass drills	To force to drink alcohol, scalding tea, etc...
To serve various errands	To force to do acts with sexual overtones, including homosexual acts
To do menial jobs of the seniors	To force to do acts which can lead to physical injury/mental torture or death?
To ask / answer vulgar questions	To strip, kiss, etc. and indulge in any other obscene acts
Other Punishments	
Cancellation of admission.	Debarring from representing the college in cultural activities, sports etc...
Suspension from attending classes	Suspension/expulsion from the hostel
Withholding/ withdrawing scholarship I other benefits	Rustication from the college for periods varying from 1 to 4 semesters
Debarring from appearing in any test /examination	Expulsion from the institution and consequent debarring from admission to any institution
Withholding results	Fine for ragging between Rs. 25,000/- to Rs. 1 lakh

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PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



I am aware of the law regarding ragging as well as the punishment for ragging.

I undertake that I will not indulge in any ragging activity.

Name of the Student:

Department

Signature of the student

Reg

no \_\_\_\_\_

I, the parent guardian of above named student gone through the list of punish merits for ragging and agree to abide by the punishment meted out to my ward in case the later found guilty of ragging.

Date:

Sign of Parent / Guardian:

Name of the Parent Guardian

Enclosure

## Anti-Ragging measures taken in AIPS Campus for the A.Y: 2023-2024

1. As per the Prohibition of Ragging ACT in Educational Institutions plan of action for the year 2023-24 is formulated.

2. An Anti-Ragging Committee is constituted under Chairmanship of Principal and HOD's, Senior Faculty Members & Manager as members to work out the plan of action.

a) Under takings as per format given with the letter at reference from the senior students are taken with parents counter signature well before the joining of juniors.

b) Formation and design of new flexes with fresh team members and their contact cell phone numbers along with Toll free numbers are prepared for display in Notice Boards.

c) Laminations containing Anti ragging information are prepared and exhibited in college buses and at students gathering places like canteen.

d) Formation of Anti Ragging Squads in the campus and in college buses by turns to share the duties by all the staff (Teaching and Non- Teaching)

e) All I Year classes are arranged in a single floor, to block access to the seniors.

The stray incidents came to the notice of management were settled in an amicable way with the support of all concerned by counselling the repercussion of ragging punishments.

By strictly implementing the anti-ragging measures, suggested by the TSCHE with the support of all concerned staff, we are able to maintain campus as ragging free campus.

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PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.





# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.




## ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING

The institution shall punish a student found guilty of Ragging after following the procedure and in the manner prescribed herein under:

The Anti-Ragging Committee may be depending on the nature and gravity of the guilt may award with following punishments, namely;

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarship/fellowship and other benefits.
3. Debarring from appearing in any test/ examination or other evaluation processes.
4. Withholding results.
5. Debarring from representing the institution in any regional, national or international meet' tournament' youth festival, etc.
6. Cancellation of admission
7. Suspension from hostel or mess, and the like.
8. Rustication from the institution for period ranging from one to four semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified



  
**PRINCIPAL**  
PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



## THE PROCEDURE FOR HANDLING RAGGING ISSUES

The information on ragging can be received in the following manner:

1. Through the notified contact details of the Committee members and national help-line number on ragging for necessary relief in terms of the provisions of the UGC Regulations.
2. Through any other member of the Institute.
3. From an external source.
4. In the event of receipt of information of ragging by any of the officers mentioned at (i) above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, within two hours of receipt of this information.
5. The Anti-Ragging Committee of the Institute shall promptly conduct a preliminary on the spot inquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of receipt of information.
6. On the basis of Prima Facie, the Anti-Ragging Committee of the Institute shall promptly conduct an inquiry into the incident as per provisions laid down in Clause 6.3(e) of the UGC Regulations.
7. The Anti-Ragging Committee of the Institute shall complete the inquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident.
8. Thereafter, the said report and recommendations shall be considered by the Anti-Ragging Committee for deciding the punishment on the erring students in terms of provisions contained at Clause 9.1 of the UGC Regulations.



**PRINCIPAL**

PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.

**Committed to Excellence in Technical Education**



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.




## SC/ST Welfare Committee

### INDEX

S. No	Description	Page No
1	SC/ST committee details for 2023 -2024	63-71



  
**PRINCIPAL**  
PRINCIPAL  
AVANTHI INSTITUTE OF  
PHARMACEUTICAL SCIENCES  
Gunthapally (V), Abdullapurmet (M),  
R.R. Dist. Telangana



Date: 10-10-2023

## PROCEEDINGS OF THE SC/ST WELFARE COMMITTEE A.Y. 2023-2024

The Chairman of the Committee further resolved to nominate the following staff members to act as SC/ST welfare committee of the institution

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE	SIGNATURE
1.	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. NIHAR RANJAN DAS	VICE -PRINCIPAL	MEMBER	
3.	Dr. M. RAMA KRISHNA	HOD	MEMBER	
4	P. LAVANYA	ASSOCIATE PROFESSOR	COORDINATOR	
5	P. NAGARAJU	ASSOCIATE PROFESSOR	MEMBER	
6	T. MAHENDER	ASSOCIATE PROFESSOR	MEMBER	
7	A. ANIL KUMAR	ASSOCIATE PROFESSOR	MEMBER	
8	Dr. RAVINAYAK	ASSOCIATE PROFESSOR	MEMBER	
9	G. AJITH SAI	STUDENT	MEMBER	
10	M. PAVAN KALYAN	STUDENT	MEMBER	
11	D. DAMODHAR	STUDENT	MEMBER	

### Roles & Responsibilities:

1. To counsel and guide SC and ST students and help them to manage academic and personal issues of the college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
4. To provide the mechanism to redress the grievance of SC/ST students if any.
5. To ensure the protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the career growth.
7. To aware the SC/ST students regarding various scholarship programs of state and central govt.

**Term: Two Years and shall continue to be in force until reconstruction.**

**Meetings: Once in a Semester, the meeting may be scheduled as and when necessary.**

Copy to: All HODs

PRINCIPAL

Committed to Excellence in Technical Education



Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Abdullapurmet (M),  
Ranga Reddy Dist.



AIPS/ SC/ST /01/2023-2024

Date: 12/10/2023

## SC/ST COMMITTEE

### CIRCULAR

This is to inform to all the members of the college SC/ST committee that a meeting is scheduled on 14/10/2023 at 01.00 p.m in Principal Chamber to discuss on the following.

#### **Agenda:**

- Collecting the names of the SC/ST students from the college office.
- The admission of students against the reservation quota was verified.
- Keeping ready and placing a complaint register in the Principal office for logging complaints.
- To discuss about the various SC/ST scholarships given by the both Central and State. It was decided that respected class teacher will inform the students regarding online process of applying for scholarship.

**COORDINATOR**

#### **Copy To:**

1. HODs
2. IQAC coordinator
3. Office
4. All the SC/ST committee members

**Committed to Excellence in Technical Education**



**PRINCIPAL**  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



## Minutes of the meeting

The SC/ST Committee meeting was convened on 14/10/2023 at 01.00 p.m in the Principal Chamber with the following.

### **Agenda:**

- Collecting the names of the SC/ST students from the college office.
- The admission of students against the reservation quota was verified.
- Keeping ready and placing a complaint register in the Principal office for logging complaints.
- To discuss about the various SC/ST scholarships given by the both Central and State. It was decided that respected class teacher will inform the students regarding online process of applying for scholarship.

### SC/ST Committee Members

S. No	Name of the faculty	Designation	Designation in committee	Signature
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
3	Dr. M. RAMAKRISHNA	HOD	MEMBER	
4	P. LAVANYA	ASSOCIATE PROFESSOR	COORDINATOR	
5	P. NAGARAJU	ASSOCIATE PROFESSOR	MEMBER	
6	T. MAHENDER	ASSOCIATE PROFESSOR	MEMBER	
7	A. ANIL KUMAR	ASSOCIATE PROFESSOR	MEMBER	
8	Dr. RAVI NAYAK	ASSOCIATE PROFESSOR	MEMBER	
9	G. AJITH SAI	STUDENT	MEMBER	
10	M. PAVAN KALYAN	STUDENT	MEMBER	
11	D. DAMODHAR	STUDENT	MEMBER	





## Resolution :

- Strengthening the vigilance mechanism in the college to prevent any act that is not in consonance with the committee objectives
- Streamlining the internal communication mechanism communicating about the latest government schemes
- Proper maintenance of Complaint register.
- Maintain a register for employment of SCs/STs in the institute for the candidates belonging to SC/ST community for various posts in institute.
- Monitor the working of the remedial coaching class.
- Any other work assigned from time to time to promote higher education among this to communities suffering economic.

The meeting was concluded by thanks to the chairman



  
**Dr. K. Balaji**

(Convenor)

PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



Date: 18-04-2024

## PROCEEDINGS OF THE SC/ST WELFARE COMMITTEE A.Y. 2023-2024

The Chairman of the Committee further resolved to nominate the following staff members to act as SC/ST WELFARE COMMITTEE of the institution

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEE	SIGNATURE
1.	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. NIHAR RANJAN DAS	VICE -PRINCIPAL	MEMBER	
3.	Dr. M. RAMA KRISHNA	HOD	MEMBER	
4	P. LAVANYA	ASSOCIATE PROFESSOR	COORDINATOR	
5	P. NAGARAJU	ASSOCIATE PROFESSOR	MEMBER	
6	T. MAHENDER	ASSOCIATE PROFESSOR	MEMBER	
7	A. ANIL KUMAR	ASSOCIATE PROFESSOR	MEMBER	
8	Dr. RAVINAYAK	ASSOCIATE PROFESSOR	MEMBER	
9	G. AJITH SAI	STUDENT	MEMBER	
10	M. PAVAN KALYAN	STUDENT	MEMBER	
11	D. DAMODHAR	STUDENT	MEMBER	

### Roles & Responsibilities:

1. To counsel and guide SC and ST students and help them to manage academic and personal issues of the college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the Campus.
4. To provide the mechanism to redress the grievance of SC/ST students if any.
5. To ensure the protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the career growth.
7. To aware the SC/ST students regarding various scholarship programs of state and central govt.

**Term: Two Years and shall continue to be in force until reconstruction.**

**Meetings: Once in a Semester, the meeting may be scheduled as and when necessary.**

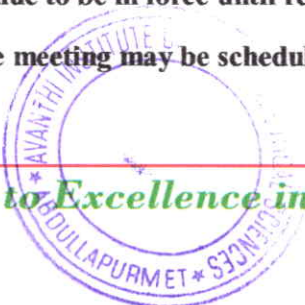
**Copy to: All HODs**

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AIPS/ SC/ST /02/2023-2024

Date: 20/04/2024

## SC/ST COMMITTEE

### CIRCULAR

This is to inform to all the members of the college SC/ST committee that a meeting is scheduled on 23/04/2024 at 01.00 p.m in Principal Chamber to discuss on the following.

#### **Agenda:**

- Collecting the names of the SC/ST students from the college office.
- The admission of students against the reservation quota was verified.
- Keeping ready and placing a complaint register in the Principal office for logging complaints.
- To discuss about the various SC/ST scholarships given by the both Central and State. It was decided that respected class teacher will inform the students regarding online process of applying for scholarship.

**COORDINATOR**

#### **Copy To:**

1. HODs
2. IQAC Coordinator
3. Office
4. All the SC/ST Committee Member

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## Minutes of the meeting

The SC/ST Committee meeting was convened on 23/04/2024 at 01.00 p.m in the Principal Chamber with the following.

### **Agenda:**

- Collecting the names of the SC/ST students from the college office.
- The admission of students against the reservation quota was verified.
- Keeping ready and placing a complaint register in the Principal office for logging complaints.
- To discuss about the various SC/ST scholarships given by the both Central and State. It was decided that respected class teacher will inform the students regarding online process of applying for scholarship.

### SC/ST Committee Members

S. No	Name of the faculty	Designation	Designation in committee	Signature
1	Dr. K. BALAJI	PRINCIPAL	CONVENOR	
2	Dr. NIHAR RANJAN DAS	VICE-PRINCIPAL	MEMBER	
3	Dr. M. RAMAKRISHNA	HOD	MEMBER	
4	P. LAVANYA	ASSOCIATE PROFESSOR	COORDINATOR	
5	P. NAGARAJU	ASSOCIATE PROFESSOR	MEMBER	
6	T. MAHENDER	ASSOCIATE PROFESSOR	MEMBER	
7	A. ANIL KUMAR	ASSOCIATE PROFESSOR	MEMBER	
8	Dr. RAVI NAYAK	ASSOCIATE PROFESSOR	MEMBER	
9	G. AJITH SAI	STUDENT	MEMBER	
10	M. PAVAN KALYAN	STUDENT	MEMBER	
11	D. DAMODHAR	STUDENT	MEMBER	

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## Resolution :

- Strengthening the vigilance mechanism in the college to prevent any act that is not in Consonance with the committee objectives
- Streamlining the internal communication mechanism communicating about the latest government schemes
- Proper maintenance of Complaint register.
- Maintain a register for employment of SCs/STs in the institute for the candidates belonging to SC/ST community for various posts in institute.
- Monitor the working of the remedial coaching class.
- Any other work assigned from time to time to promote higher education among this to communities suffering economic.

The meeting was concluded by thanks to the Chairman



  
**Dr. K. Balaji**  
**(Convener)**

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Ranga Reddy Dist.



# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.




## Internal Complaint Committee

### INDEX

S. No	Description	Page No
1	ICC Committee details for 2023 -2024	72-78



  
**PRINCIPAL**  
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R.R. Dist. Telangana.



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Date:22/10/2023

## PROCEEDINGS OF THE INTERNAL COMPLAINT COMMITTEE A.Y. 2023-2024.

A Committee consisting of the following members is hereby constituted as "Internal Complaint Cell"

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEES	SIGNATURE
1.	Dr.K.BALAJI	PRINCIPAL	CONVENOR	
2	Dr.Y.JAYA PRADHA	H.R DIRECTOR	MEMBER	
3	Dr.NIHAR RANJAN DAS	VICE -PRINCIPAL	MEMBER	
4	Dr.B.MANJULA	HOD	COORDINATOR	
5	Dr.M. RAMAKRISHNA	HOD	MEMBER	
6	Dr. CH. PAVANI	PROFESSOR	MEMBER	
7	L. VARALAXMI	ASSOCIATE PROFESSOR	MEMBER	
8	G.SWAPNA RANI	ASSOCIATE PROFESSOR	MEMBER	
9	G.SRINIVASA RAO	PRO	MEMBER	
10	G. DURGAVASANTHI	STUDENT	MEMBER	
11	U. RAVI TEJA	STUDENT	MEMBER	
12	A. HAVYA VAHINI	STUDENT	MEMBER	

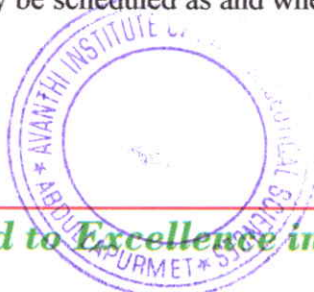
### Roles & Responsibilities:

1. To work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise any kind of abuse loneliness, peer pressure, groupism, home sickness insecurity or inferiority complex in terms of physical appearance, hostel issues, harassment from roommates, adjusting and adapting to the new environments etc.,
2. To deal with the issues relating to the sexual harassment at the college as per the guide lines of the sexual harassment of women at work place (prevention, prohibition and Redressal) act, 2013. It is applicable to all students, staff and faculty.

Term: Two Years and shall continue to be in force until reconstruction.

Meetings: The meeting may be scheduled as and when necessary.

Copy to :All HOD's



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AIPS/ICC/01/2023-2024

Date: 24/10/2023

## INTERNAL COMPLAINT COMMITTEE

### CIRCULAR

This is to bring to your notice that there will be a counseling session on 28-10-2023 at 1.00 pm and all the members of the committee are invited to attend the meeting in the college conference hall to discuss the following agenda.

1. Formation of Internal Complaint Committee for the academic year 2023-2024. At least 50% of the members of the committee may be women.
2. Awareness programme on Sexual Harassment
3. Any other topic with the permission of the Chairman.


  
COORDINATOR

#### Copy to:

1. All HOD's
2. IQAC
3. Office
4. All the members of Internal Complaint Committee

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## Internal Complaint Committee Session

By

Dr. Ajitha, JNTUH

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## MINUTES OF INTERNAL COMPLAINT COMMITTEE MEETING

The Chairman of the committee extended a warm welcome and addressed all committee members. The meeting was held 28/10/23 at 2.30 pm to reconstitute the Internal Complaint Committee for the academic year 2023-2024 with the involvement of faculty and students. The members of the committee are advised to monitor the student's activities within and outside the campus and to brief all the female about the importance of this committee.

In the meeting the following decisions (agenda wise) were taken.

### **Item-1**

Formation of Internal Complaint Committee for the academic year 2023-2024.

#### **Resolution:**

It was discussed to reconstitute the Internal Complaint Committee for the academic year. In every department, a few faculty are grouped to help women to realize their rights of freedom and to assist the aggrieved woman to place the complaint, to safeguard the one who is victimized, to educate and train students about Sexual Harassment. With this purpose, Internal Complaint Committee was formed in the college.

### **Item-2**

Create awareness programme on Sexual Harassment.

#### **Resolution:**

As per the deliberations made by the committee, it was informed to the committee members to spread awareness among the students and staff about sexual harassment prevention/ prohibition and Redressal mechanism by organizing awareness programs in the form of guest lectures, seminars.

### **Item 3:**

Any other topic with the permission of the Chairman.

1. To ensure provision of a work and educational environment that is free from sexual harassment (Sexual harassment is defined by law from the perspective of the person who feels they have been harassed and it occurs if the person who feels they have been harassed feels offended, humiliated or intimidated by the conduct and it is reasonable, in

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all the circumstances that the person who feels they have been harassed would feel offended, humiliated or intimidated).

2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring to address any oral/written complaint about unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome request for sexual favors or other unwelcome conduct of asexual nature. Unwelcome conduct of a sexual nature includes oral or written statements of a sexual nature to a person, or in a person's presences.

3. Obtain high level support from the chief executive officer and Principal and Director for implementing a comprehensive strategy:

- Providing information to all staff and students about what constitutes sexual harassment and about their responsibility not to sexually harass other staff and students.
- Providing information and training to managers, supervisors and staff conducting teaching and learning activities on meeting their responsibilities in relation to maintaining a work and study environment free from sexual harassment.

4. Display Anti-Sexual Harassment poster on notice boards in common work areas and distribute relevant brochures, conduct regular awareness raising session for all staff on sexual harassment issue.

#### **Resolution:**

To protect the interests, the accused person and other who may report the incident of sexual Harassment, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

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The meeting was concluded by thanks to the chairman.

S.NO	NAME OF THE FACULTY	DESIGNATION	DESIGNATION IN COMMITTEES	SIGNATURE
1.	Dr.K.BALAJI	PRINCIPAL	CONVENOR	
2	Dr.Y.JAYA PRADHA	H.R DIRECTOR	MEMBER	
3	Dr.NIHAR RANJAN DAS	VICE -PRINCIPAL	MEMBER	
4	Dr.B.MANJULA	HOD	COORDINATOR	
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11	U. RAVI TEJA	STUDENT	MEMBER	
12	A. HAVYAVAHINI	STUDENT	MEMBER	



**Dr. K. Balaji**  
(Convenor)

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## INTRODUCTION

Avanthi Institute of Pharmaceutical Sciences, Gunthapally, Hyderabad, Telangana, is committed to support all the students for their all-round development and growth. To attend and solve the grievances of students and as per the guidelines of the AICTE and Osmania University, the management of Avanthi Institute of Pharmaceutical Sciences has established the following committees and has been supporting the students.

- i. Grievance Redressal Committee
- ii. Anti-Ragging Committee
- iii. Internal Complaint Committee (Sexual harassment of women at work place)
- iv. Committee for SC/ST students (To look after the problems of SC/ST students)

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## GRIEVANCE REDRESSAL COMMITTEE

As per the F.No. 14-4/2012 (CPP-II), In exercise of the power conferred under clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), supersession of the University Grants Commission (Grievance Redressal) Regulation, 2012. The Grievance Redressal committee is constituted in the college for the purpose of addressing the Grievance of students, parents and others.

The committee is established with Principal as chairman, one Professor as coordinator and three other senior faculty members.

### Objectives of Grievance Redressal Cell:

1. To ensure the dignity of the College, a hostile-free environment is established in the College by promoting friendly and cordial relationship among students and in between students and teachers.
2. To establish easily accessible, responsive, and accountable mechanisms for resolving the grievances in order to maintain a peaceful educational atmosphere in the institute.
3. Dealing with difficult situations effectively is necessary to decrease oppressive or unsatisfactory conditions.
4. Encouraging the students to voice their complaints and issues freely and honestly without worrying about being victimized.
5. Counseling the students to value the dignity of one another with due respect and be patient whenever a disagreement develops.
6. Instructing all students to avoid creating conflicts between them, with teachers, or with the college administration.
7. Advise all staff members to be kind and affectionate towards students and avoid being vindictive to any of them in any circumstance.
8. To assist students who have been denied access to College services to which they are legally entitled.
9. To ensure that college officials be courteous, accountable and responsive members in addressing the needs of the students.
10. To make sure that the grievances of the students are resolved in a fair and impartial manner.

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**Frequency of meeting:** As and when required or at least once in a semester.

**Grievance Redressal Process:** Complaints affecting one or more individual students in respect of the course content, lectures, availability of books, transportation and other facilities, Internal evaluation, tussle between students, teasing, insulting through color, caste/ religion etc., are received for Redressal.

### Stages for Redressal of grievances

#### First stage (Section Department level)

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept., which is acknowledged. A written reply is sent to the student under the signature of the In-charge/HOD within 15 days.

#### Second stage (Administration level)

If the student is not satisfied, he/she may request the Person In-charge/HOD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HOD, any one among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance recommendations of the grievance committee will be communicated to the concerned student within 15 days.

The representation will be disposed of in the Grievance Redressal Meeting which meets as per the Requirement or at least once in a semester.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.

#### Mechanism of Grievance Redressal Cell:

Students and Staff have access to processes that allow for appeals, complaints and grievances that are to be resolved. Student and staff grievance resolution process seeks to facilitate their formal resolution of grievances as close as possible to the source of the aggrieved person's dissatisfaction, though there will be instances when either students may choose to lodge formal appeal or a grievance needs to go to a higher authority for resolution.

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The institute has the following mechanism to analyze the grievances.

1. Suggestion boxes are placed on all corridors in the Institute to lodge the feedback/complaint/suggestion of all stakeholders.
2. The committee should hold a meeting once in a month to address the grievances raised by staff and students.
3. The Grievance Redressal Cell's responsibility is to ensure that all concerned parties involved are fairly represented.
4. The investigator will thoroughly take notes of all interviews with the offended member and key witnesses during the process of investigation.
5. The committee may gather and consider any information it deems relevant and hear from anybody it judges to have relevant information in addition to the written declarations and testimony of the student and the teaching member. The committee ultimately decides whom to interview, however the student and faculty member may both submit names of people with pertinent information.
6. The committee's discussions and proceedings will be maintained confidentially in any circumstances.
7. After investigation upon grievances received, the committee members prepare a report and forward to Principal for further action.
8. Thereafter, the principal on reviewing, and understanding the level of the problem forwards the same to the management committee for necessary action & resolve the grievance



  
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## Stages for Redressal of grievances :

### **First stage (Section Department Level)**

The aggrieved Student represents his/her grievance, either in person or through online or writing to the concerned Person In-charge in the Dept, which is acknowledged . A written reply is sent to the student under the signature of the Incharge / HOD within 7days.

### **Second stage (Administration level):**

If the student is not satisfied, he/she may request the person In-charge / HOD to forward his/her grievance to the SC/ ST grievance committee constituted at Administration level comprising the following:

- Concerned Head of the Department
- Legal Advisor
- Principal

Along with concerned HOD, any one among the other two (b and c) would address the issue/ grievance and after thorough screening the committee will communicate to the concerned student within 15 days.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.



Principal

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## ANTI – RAGGING COMMITTEE

The management of the Avanthi Institute of Pharmaceutical Sciences has taken various precautions as per PCI and UGC norms to prevent ragging and ensure 100% ragging free Zone. Ragging in any form inside or outside the college is banned and in order to have the peaceful atmosphere in and around the College, Canteen, Library etc., an Anti-ragging cell was established to prevent students from mock activities. The penal has enclosed safety measures to ensure the safety and to maintain peace among students with the help of Anti-Ragging rules, regulations, and measures.

The Anti-Ragging Cell will look after such attempts of mockery associated with such incidents to avoid ragging and harassment. Our institution aims at creating a ragging free campus by implementing stringent actions against the offender. We have initiated a systematic construct of members and appointed them in Anti-Ragging Committees, Squads and Patrols. This committee has a strategic plan to involve the students to learn and grow in a safety, healthy environment to build a successful career.

We also observe the hostel, administration, classrooms, canteen, ground and surrounding locations to detect and deliver help to our students. We have given the promise to keep the students details safe if they drop in their concerns that bother them in the complaint boxes which is fixed in the specific spots.

According to the Hon'ble Supreme Court of India Ragging constitutes one or more of any of the following acts which may cause or is likely to cause physical or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
- b. Indulging indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Gement & asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

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- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Establishment of Anti-ragging committee:** Anti-Ragging Committee with Principal as Chairman, HODs, the faculty and staff members including SHO, MRO and students are constituted in accordance with the following statutory bodies/regulations.

- PCI Anti-Ragging Notification
- UGC Regulations on Curbing the Menace of Ragging in Higher Educations
- Anti-Ragging Affidavit (Proforma)
- PCI-Anti-ragging Public Notice
- Prohibition of Ragging as per Act 26 of A.P. Legislative Assembly, 1997.

### **Prohibition of Ragging**

- Ragging is prohibited in the college, as per the above acts & statutory bodies.
- Ragging entails heavy fines and/or imprisonment.
- Ragging invokes suspension and dismissal from the College.
- Outsiders are prohibited from entering the college/Canteen/Library etc., without permission.
- All the students must carry their Identity Cards and show them when demanded.



  
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**Duration of the committee members:** Principal is the permanent member and chairman of the Anti-Ragging committee. Other members can be continued, added or retired every year, as per the availability/other assignments.

**Frequency of meeting:** As and when required or at least once in a semester.

**Objectives of Anti-Ragging Committee:**

- Creating ragging free atmosphere in and outside of the college campus.
- Committee to allot duties to all the staff members at almost all areas in the college (i.e. Departmental Buildings, Canteen, Library, parking places, play grounds, nearby bus-stops etc.) to avoid ragging activities.
- To form Anti-ragging squads comprising of faculty members, non-teaching staffs and senior and to make surprise visits to very sensitive location within the campus and outside the campus.
- Wide canvassing about anti-ragging, is to be done in the forms of display of Flexi banners, meetings, and Boards in college, Canteen, corridors and surrounding areas where there is a chance of ragging.
- Awareness programs to be conducted by Avanthi Institute of Pharmaceutical Sciences team and through meetings with the students.
- To restrain Senior students from ragging activities and create

(1) Cordial relations among students and vision.

(2) Students may register the complaint on toll-free phone number (1800-180-5522), or through email: [helpline@antiragging.in](mailto:helpline@antiragging.in)

Students can log on to the Anti-Ragging Portal: [www.antiragging.in](http://www.antiragging.in)



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Ranga Reddy Dist.



## COMMITTEE FOR SC/ST STUDENTS

As per the UGC guidelines (as per the Scheduled Caste and the scheduled Tribes (Prevention of atrocities act 1989, no.33 of 1989 dated 11.09.1989), the Scheduled caste (SC) and the Scheduled tribes (ST) cell is constituted at institute, for promoting the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

The committee consists of Principal as chairman and other 5 faculty members, out of which two members belong to SC/ST category.

**Duration of the committee members:** Principal is the permanent member and chairman of the committee. Other members can be continued, added or retired every year, as per the availability/ other assignments.

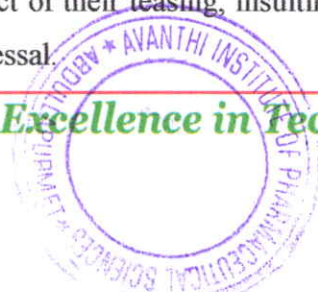
### Objectives

- To counsel and guide SC/ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and
- To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ ST students, if any
- To ensure protection and reservation as provided in the constitution of India.
- To make aware the SC/ST students regarding various scholarships program of state Govt. and UGC.

**Frequency of Meeting:** As and when required or at least once in a semester.

**Grievance Redressal Process:** This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt disposal of day-to-day grievances of SC/ST students. Complaints affecting one or more individual students in respect of their teasing, insulting through color, caste/ religion etc., are received for redressal.

**Committed to Excellence in Technical Education**



PRINCIPAL  
Avanthi Institute of Pharmaceutical Sciences  
Gunthapally (V), Hayath Nagar (M),  
Ranga Reddy Dist.



## INTERNAL COMPLAINT COMMITTEE

As per the section 4 of sexual harassment of women at workplace (Prevention and Prohibition and Redressal Act, 2013(14 of 2013) and to curb the menace of Sexual harassment of women at the college and to make Avanti Institute of Pharmaceutical Sciences, a free zone from sexual harassment. It is applicable to all students, staff and faculty. The following is also sexual harassment and is covered by the committee:

- Eve-teasing, Unsavory remarks,
- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts, Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, Pamphlets or sayings
- Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy.

**Establishment of Internal Complaint Committee:** The committee is established with a lady professor as presiding officer with following eight members. Two female faculty, two non-teaching members Three student members out of which two are girl students and One member from NGO. The Cell is required to work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise, any kind of abuse, loneliness, peer pressure, groupism, home sickness, insecurity and/or inferiority complex in terms of physical appearance, hostel issues, harassment from room-mates, adjusting and adopting to the new environment etc,

### **Objectives Internal Complaint Committee**

- To deal with the problems faced by the women in the campus.
- To create awareness in the college about the consequences of sexual harassment.
- To take all the necessary steps to improve confidence among all the women (staff and Students) at the college.
- To create safe and comfortable working environment to women.





# AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by PCI, AICTE & Affiliated to JNTUH)

Gunthapally (V), Abdullapurmet (M), R.R. Dist., Near Ramoji Filmcity, Hyderabad - 501 512.



**Duration of the committee members:** The members can be continued, added or retired every year, as per the availability/other assignments.

**Frequency of meeting:** As and when required or at least once in a semester.

## **Mechanism for complaints on Sexual Harassment:**

A written complaint is required to be taken from the aggrieved person, necessary action to be taken, Preferably to settle the matter through counseling and conciliation soon as possible. In case the matter is not so sorted, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint. The members of the committee to be vigilant all the time and they have to ensure that there is no such incident taking place in campus by creating awareness among all the students. Following are the Guidelines to be strictly followed:

### **Step 1 (Department level):**

The aggrieved woman represents her grievance either in person or through Online or Writing to the concerned Person in-charge the Department, which is acknowledged. At this level, inquiries are conducted and try to resolve the issue with the conscience of the Chairman (ICC). Otherwise, the complaint is forwarded to the Chairman (ICC committee) for redressal.

### **Step 2 (Committee level):**

The Chairman (ICC committee) will organize the meeting with all the members. After inquiry and examination of the issue, the committee will initiate the cement&suitable action against the erring people. The committee may initiate serious punishment against the repeaters of such acts and may handover the case to the police for necessary action.

The complaint will be generally disposed of within a week's time. All the officers try to put in t efforts to examine and redress the genuine grievances submitted by women.

The complainant will have to submit a written and signed complaint addressed to the Presiding officer of the Cell

- The students/staff can give a complaint through e-mail to helpinternalcomplaints@vmtw.in
- The counselor will call the complainant for a personal meeting, usually within a week from the submission of the written complaint
- The members of the Cell will discuss the complaint



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- If the case falls outside the purview of the Cell, the complainant will be informed to Management
- If the case comes under the purview of the Cell, an enquiry committee will be set up
- The Committee will submit a report and recommend the nature of action to be taken at the earliest by Principal.
- If any legal action is required with the help of advocate member of the cell complaint is forwarded to police.



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