



INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

Notice

Date: 3th October, 2019

This is to inform all concerned committee members that a meeting of the Grievances Redressal Committee is scheduled on **4th October 2019, at 03:00 pm in Principal Office**. The Grievances Committee plays a crucial role in addressing and resolving concerns raised by members of our college community, ensuring a fair and just environment for all.

Members:	Designation	Signature
Dr. Hariom Sharma	Chairperson	
Mrs. Renu Tiwari	Coordinator	
Mr. Anjani Jha	Senior Administrative Officer	
Mr. Rajnish	Teacher Representative	
Tanishka Jawla	Student Representative	

Opening Remarks

Welcome and introduction of committee members

1. Presentation and discussion of new grievances

Analysis and formulation of action plans

2. Policy Review:

Examination of existing policies and procedures

3. Recommendations for improvements

Additional matters brought forth by committee members or attendees

4. Closing Remarks:

Summary of decisions and action items

All concerned members are invited to attend the meeting and actively participate in the discussions.


Coordinator

Grievance Redressal Committee

Plot No. - 6, Knowledge Park - 2, Greater Noida, U. P. - 201308. (Near Knowledge Park - 2 Metro Station)
Ph: 0120-2328555 | Website - www.innovativepharmacy.in | E-mail - innovativepharmacy01@gmail.com





GRIEVANCE REDRESSAL COMMITTEE MINUTES OF MEETING

Date: 04/10/2019

Time: 03:00 pm – 04:00 pm

Venue: Principal Office

Attendees:

S. No	Name	Designation	Signature
1.	Dr. Hariom Sharma	Chairperson	
2.	Mrs. Renu Tiwari	Coordinator	
3.	Mr. Anjani Jha	Senior Administrative Officer	
4.	Mr. Rajnish	Teacher Representative	
5.	Tanishka Jawla	Student Representative	

Opening Remarks:

The meeting commenced at 03:00 pm on 4th October, 2019 with Dr. Hariom Sharma, the Chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievances Committee in maintaining a fair and just environment within the college community.

Agenda Item 1: Review of Ongoing Grievances

To effectively review ongoing grievances, start by identifying all reported grievances and categorizing them based on type, severity, or affected departments. Collect relevant information, including dates, involved parties, and any supporting evidence, followed by conducting stakeholder interviews to gather insights and perform a root cause analysis to understand underlying issues.

Agenda Item 2: Policy and Procedure Review

Conducting a comprehensive policy and procedure review involves systematically evaluating existing policies and procedures to ensure they align with current laws, regulations, and best practices. Begin by gathering all relevant documents and identifying the key policies and procedures to be reviewed.

Agenda Item 3: Training and Awareness

Effective training and awareness programs are crucial for ensuring that employees





understand and adhere to organizational policies and procedures. Begin by assessing the specific training needs of your organization, identifying key areas where knowledge gaps exist or where compliance is critical.

Agenda Item 4: Any Other Business (AOB)

In a meeting agenda, the Any Other Business (AOB) section is essential for addressing items not previously included in the agenda. This section allows participants to raise additional issues, concerns, or updates that have emerged since the agenda was set.

Closing Remarks:

Dr. Hariom Sharma summarized the decisions and action items discussed during the meeting. She emphasized the importance of implementing the recommendations for improvements and encouraged ongoing collaboration to maintain a harmonious college community.

The meeting concluded at 04:00 PM.

Next Meeting:

The date for the next Grievances Committee meeting was tentatively scheduled for **5th February, 2020.**

The meeting ended with the vote of thanks by Dr. Hariom Sharma (Convener) of Grievance Redressal committee.

**Coordinator
Grievance Redressal Committee**



Principal





Notice

Date: 4th February, 2020

This is to inform all concerned committee members that a meeting of the Grievances Committee is scheduled on **05th of February, 2020 at 2:00 pm in Principal's Office**. The Grievances Committee plays a crucial role in addressing and resolving concerns raised by members of our college community, ensuring a fair and just environment for all.

Members	Designation	Signature
Dr. Hariom Sharma	Chairperson	
Mrs. Renu Tiwari	Coordinator	
Mr. Anjani Jha	Senior Administrative Officer	
Mr. Rajnish	Teacher Representative	
Tanishka Jawla	Student Representative	

AGENDA FOR THE MEETING:

Opening Remarks:

Welcome address and introduction of committee members.

1. Presentation and discussion of new grievances

Approval of Previous Meeting Minutes

2. Review and approval of the minutes from the last meeting

Review of Ongoing Grievances

3. Summary of grievances received since the last meeting

Training and Awareness

4. Updates on recent training sessions conducted





INNOVATIVE COLLEGE OF PHARMACY

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Summary of decisions and action items

All concerned members are invited to attend the meeting and actively participate in the discussions.

Coordinator

Grievances Redressal Committee





GRIEVANCE REDRESSAL COMMITTEE: MINUTES OF MEETING

Date: 05/02/2020

Time: 02pm- 03pm

Venue: Principal Office

Attendees:

Sr. No	Name	Designation	signature
1.	Dr. Hariom Sharma	Chairperson	
2.	Mrs. Renu Tiwari	Coordinator	
3.	Mr. Anjani Jha	Senior Administrative Officer	
4.	Mr. Rajnish	Teacher Representative	
5.	Tanishka Jawla	Student Representative	

Opening Remarks:

The meeting commenced at 02:00 pm with Dr. Rajesh Gupta, the Chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievances Redressal Committee in maintaining a fair and just environment within the college community.

Agenda Item 1: Presentation and discussion of new grievances

Members of the committee presented and discussed grievances submitted by students and staff. The concerns were analyzed, and action plans were formulated to address each issue. A thorough discussion ensued, with committee members providing valuable insights and suggestions.

Agenda item 2: Review and approval of the minutes from the last meeting

During the Grievance Redressal Committee meeting, the chairperson called the meeting to order at [Insert Time] and confirmed the presence of a quorum. The minutes from the previous meeting, held on [Insert Previous Meeting Date], were reviewed.

Agenda item 3: Summary of grievances received since the last meeting





Since the last meeting, the Grievance Redressal Committee has received a total of 1 grievance.

Agenda item 4: Updates on recent training sessions conducted

The committee conducted several training sessions since the last meeting, focusing on key areas such as workplace conduct, conflict resolution, and grievance reporting procedures. These sessions were well-attended, with over [Insert Number] employees participating. Feedback from participants indicated a high level of engagement and appreciation for the practical examples and interactive components of the training.

Closing Remarks:

As the meeting concluded, Dr. Hariom Sharma (convener) thanked all committee members for their active participation and valuable contributions. The Chairperson summarized the key decisions and action items arising from the meeting, highlighting any follow-up tasks assigned to specific individuals.

Coordinator
Grievance Redressal committee





INNOVATIVE COLLEGE OF PHARMACY

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Notice

Date: 20th August, 2020

This is to inform to all committee members that a meeting of the Grievances Redressal Committee is scheduled on **21th of August 2020 at 3:00 pm in Principal's Office.**

Members

Members:	Designation	Signature
Dr. J. Joanofarc	Chairperson	
Mrs. Renu Tiwari	Coordinator	
Mr. Anjani Jha	Senior Administrative Officer	
Mr. Rajnish	Teacher Representative	
Tanishka Jawla	Student Representative	

AGENDA FOR THE MEETING:

Opening Remarks:

Welcome address and introduction of committee members.

1. Presentation and discussion of grievances

Analysis and formulation of action plan for redressal of grievances.

2. Policy Review

Next Steps and Follow-up

3. Setting timelines for pending actions

Adjournment

4. Closing remarks by the chairperson

Summary of decisions and action items

All concerned members are invited to attend the meeting and actively participate in the discussions.

Coordinator

Grievance Redressal Committee

Plot No. - 6, Knowledge Park - 2, Greater Noida, U. P. - 201308. (Near Knowledge Park - 2 Metro Station)
Ph: 0120-2328555 | Website - www.innovativepharmacy.in | E-mail: innovativepharmacy01@gmail.com





GRIEVANCES REDRESSAL COMMITTEE MINUTES OF MEETING

Date: 21.08.2020

Time: 03:30pm- 04:30pm

Venue: Principal's Office

Attendees:

Members:	Designation	Signature
Dr. J.Joanofarc	Chairperson	
Mrs. Renu Tiwari	Coordinator	
Mr. Anjani Jha	Senior Administrative Officer	
Mr. Rajnish	Teacher Representative	
Tanishka Jawla	Student Representative	

Opening Remarks:

The meeting commenced at 03:30 pm with Dr. J.Joanofarc, the Chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievances Redressal Committee in maintaining a fair and just environment within the college community.

Agenda Item 1: Presentation and discussion on grievances

Members of the committee presented and discussed grievances submitted by students and staff members. The concerns were analyzed, and action plan was formulated to address each issue. A thorough discussion ensued, with committee members providing valuable insights and suggestions.

Agenda Item 2: Policy Review

The committee examined existing policies and procedures related to grievances resolution. Various aspects were discussed, including the effectiveness of current policies and potential areas for improvement. Suggestions for enhancing the existing framework were considered.

Agenda Item 3: Setting timelines for pending actions





Setting timelines for pending actions is crucial to ensure accountability and progress within the Grievance Redressal Committee. During the meeting, the committee will review each unresolved grievance and discuss specific timelines for resolution.

Agenda Item 4: Closing remarks by the chairperson

In closing the Grievance Redressal Committee meeting, the chairperson will summarize key outcomes and decisions made during the session. They will express appreciation for the contributions and collaboration of committee members in addressing the grievances discussed.

Closing Remarks:

Dr. J. Joanofarc summarized the decisions and action items discussed during the meeting. He emphasized the importance of implementing the recommendations for improvements and encouraged ongoing collaboration to maintain a harmonious college community.

The meeting concluded at 04:30 PM.

Coordinator 
Grievance Redressal Committee





INNOVATIVE COLLEGE OF PHARMACY

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Notice

Date: 14th January, 2021

This is to inform to all concerned committee members that a meeting of the Grievances Redressal Committee is scheduled on **15th of January, 2021 at 2:00 pm in Principal's Office.**

Members:	Designation	Signature
Dr. J. Joanofarc	Chairperson	
Mrs. Renu Tiwari	Coordinator	
Mr. Anjani Jha	Senior Administrative Officer	
Mr. Rajnish	Teacher Representative	
Tanishka Jawla	Student Representative	

AGENDA FOR THE MEETING:

Opening Remarks:

Welcome address and introduction of committee members

- Presentation and discussion on grievances
- Analysis and formulation of action plan.
- Discussion on grievances recorded by the GRC like maintenance of canteen and other basic infrastructure in college.
- Closing Remarks.
- Summary of decisions and action items

All concerned members are invited to attend the meeting and actively participate in the discussions.

Coordinator
Grievance Redressal Committee





GRIEVANCES REDRESSAL COMMITTEE: MINUTES OF MEETING

Date: 15th of January, 2021

Time: 02pm – 03pm

Venue: Principal's Office

Attendees:

Members:	Designation	Signature
Dr. J. Joanofarc	Chairperson	
Mrs. Renu Tiwari	Coordinator	
Mr. Anjani Jha	Senior Administrative Officer	
Mr. Rajnish	Teacher Representative	
Tanishka Jawla	Student Representative	

Opening Remarks-

Agenda Item 1: Presentation and discussion of grievances

Members of the committee presented and discussed grievances submitted by students and staff. The concerns were analyzed, and action plans were formulated to address each issue. He expressed about the students' request for regular maintenance of classroom infrastructure, shortage of water in the washrooms and improper lighting in some of the classrooms. He asked all committee members to keep a regular watch on the maintenance of basic infrastructure of the college thorough discussion ensued, with committee members providing valuable insights and suggestions.

Agenda Item 2: Discussion on grievances recorded by the GRC like maintenance of canteen and other basic infrastructure in college.

During the Grievance Redressal Committee (GRC) meeting, a significant portion of the discussion focused on grievances related to the maintenance of essential infrastructure in the college, particularly concerning the canteen facilities and other basic amenities. Several grievances were recorded regarding issues such as cleanliness, hygiene standards, availability of nutritious food options, and the overall upkeep of the canteen area.





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Closing Remarks:

As the meeting concluded, Principal Dr. J. Joanofarc thanked all committee members for their active participation and valuable contributions. The Coordinator summarized the key decisions and action items arising from the meeting, highlighting any follow-up tasks assigned to specific individuals.

Coordinator
Grievance Redressal Committee





CIRCULAR

Date- 17th November, 2021

A meeting of **Grievances Redressal Committee** will be held on **18/11/2021** at **03:00 PM** in the Principal's office.

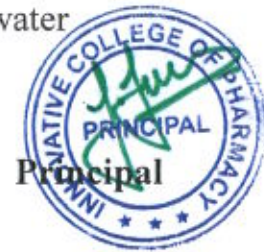
All the members are requested to attend the meeting.

Agenda of the Meeting

- Maintenance of class room infrastructure such as curtains, door latches, window stoppers, fan regulators, light fittings, broken and floor tiles etc.
- Upgradation of computers in the computer labs.
- Regular checking up for the potability of the drinking water

Grievance Redressal Committee

Coordinator



Principal

Copy to.....

1. Chairman
2. Principal
3. All Committee Members





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The agenda and outcome of the Grievance Redressal Committee meeting held on 18/11/2021

S. No.	Agenda	Discussion
1	Maintenance of class room infrastructure such as curtains, door latches, window stoppers, fan regulators, light fittings, broken and floor tiles etc	In the upcoming Grievance Redressal Committee meeting, a critical agenda item will focus on addressing grievances related to the maintenance of classroom infrastructure. Specifically, the committee will discuss issues concerning curtains, door latches, window stoppers, fan regulators, light fittings, broken floor tiles, and other essential elements within classroom environments. These infrastructure components play a crucial role in providing a conducive learning environment for students and ensuring the safety and functionality of classroom spaces.
2	Upgradation of computers in the labs.	Dr. Amarjeet singh, co-ordinator advised the technical staff to get the CPUs replaced with updated version.
3	Regular checking for the potability of the drinking water	It was decided that regular checking of potable water is to be ensured to avoid possibility of any health problems.

The meeting ended with a vote of thanks to the chair.

Grievance Redressal Committee

Coordinator





INNOVATIVE COLLEGE OF PHARMACY

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Attendance

S.No.	Name of the Members	Position	Sign
1	Dr. J. Joanofarc	Chairperson	
2	Dr. Amarjeet singh	Coordinator	
3	Mrs. Roshan Zehra	Member	
4	Mrs. Sandhya sharma	Member	
5	Mr. Anjani Jha	Member	
6	Devang Mani Tripathi	Student Representative	

Grievance Redressal Committee
Coordinator





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Action taken report of Grievance Redressal Committee meeting held on 18/11/2021

S. No.	Agenda	Action Taken
1	Maintenance of class room infrastructure such as curtains, door latches, window stoppers, fan regulators, light fittings, broken and floor tiles etc	Proper maintenance of classrooms' infrastructure was completed in new session after Covid-19.
2	Upgradation of computers in the labs	Upgradation of Computers was made by IT staff members and got the CPUs replaced with the updated version.
3	Regular checking for the potability of the drinking water	There was no issue of drinking water among the students.

Grievance Redressal Committee
Coordinator





CIRCULAR

Date- 2th February,2022

A meeting of **Grievances Redressal Committee** will be held on **03/02/2022** at **03:30 PM** in the Principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

- Nature of the grievance
- Investigation findings


Grievances Redressal Committee

Coordinator



Principal

Copy to.....

1. Chairman
2. Principal
3. All Committee Members





The agenda and outcome of the Grievance Redressal Committee meeting held on 3/02/2022

S. No.	Agenda	Discussion
1	Nature of the grievance	the nature of each grievance will be thoroughly discussed to understand its scope, impact, and underlying issues. This discussion aims to delve into the specifics of each grievance, including the circumstances leading to its submission, relevant policies or procedures implicated, and any immediate concerns raised by the grievant(s). By analyzing the nature of each grievance, the committee can determine the appropriate course of action, whether it involves further investigation, mediation, policy review, or direct resolution.
2	Investigation findings	the discussion on investigation findings plays a critical role in assessing the validity and depth of each grievance. This phase involves a detailed examination of the facts, evidence, and





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		testimonies gathered during the investigation process. Committee members will scrutinize the findings to determine the accuracy and completeness of the information gathered.
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The meeting ended with a vote of thanks to the chair.


**Grievance Redressal Committee
Coordinator**


Principal


Principal



INNOVATIVE COLLEGE OF PHARMACY

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Attendance

S.No.	Name of the Members	Position	Sign
1	Dr. J. Joanofarc	Chairperson	
2	Dr. Amarjeet singh	Coordinator	
3	Mrs. Roshan Zehra	Member	
4	Mrs. Sandhya sharma	Member	
5	Mr. Anjani Jha	Member	
6	Devang Mani Tripathi	Student Representative	


Grievance Redressal Committee
Coordinator


Principal

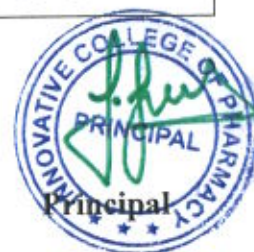




Action taken report of Grievance Redressal committee meeting held on 3th February, 2022

S. No.	Agenda	Action Taken
1	Nature of the grievance	The nature of the grievance directly influences the action taken by the Grievance Redressal Committee, ensuring that each issue is handled appropriately and effectively.
2	Investigation findings	The actions taken based on investigation findings are crucial for resolving grievances effectively and ensuring organizational integrity.


Grievance Redressal Committee
Coordinator





CIRCULAR

Date- 20th September, 2022

A meeting of **Grievances Redressal Committee** will be held on **21/09/2022** at **02:00 PM** in the Principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

- Maintenance of class room infrastructures such as door latches, window stoppers, fan regulators, light fittings and floor tiles etc..
- Upgradation of computers in the labs
- Availability of cold drinking water
- To upload study material and questions for examination purpose


Grievances Redressal Committee

Coordinator



Principal

Copy to.....

1. Chairman
2. Principal
3. All Committee Members





The agenda and outcome of the Grievances Redressal Committee meeting held on 21/9/2022

Agenda	Discussion
Maintenance of class room infrastructure such as door latches, window stoppers, fan regulators, light fittings and floor tiles etc.	Principal Dr. J. Joanofarc instructed the Office Supdt. Mr. Anjani Jha to look after the maintenance of class room infrastructures. It was observed that breaking of floor tiles was due to some structural defect which is to be replaced in a phased manner.
Upgradation of computers in the labs	Dr. Amarjeet singh co-ordinator was advised to monitor and get the CPUs replaced with the updated version.
Availability of cold drinking water	Chairman recommended to supply cold drinking water for the students.
To upload study material and questions for examination purpose.	Chairman decided and recommended to update all study material related to examinations.

The meeting ended with a vote of thanks to the chair.

Grievance Redressal Committee
Coordinator





INNOVATIVE COLLEGE OF PHARMACY

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Attendance

S.No.	Name of the Members	Position	Sign
1	Dr. J. Joanofarc	Chairperson	
2	Dr. Amarjeet singh	Coordinator	
3	Mrs. Roshan Zehra	Member	
4	Mrs. Sandhya sharma	Member	
5	Mr. Anjani Jha	Member	
6	Devang Mani Tripathi	Student Representative	

Grievance Redressal Committee
Coordinator





Action taken report of Grievance Redressal committee meeting held on 21/9/2022

S. No.	Agenda	Action Taken
1	Maintenance of class room infrastructure such as door latches, window stoppers, fan regulators, light fittings and floor tiles etc.	Proper maintenance of classrooms' infrastructure was completed in new session after Covid-19.
2	Upgradation of computers in the labs.	Upgradation of Computers was done by IT staff members and get the CPUs replaced with the updated version.
3	Expansion of space in the canteen.	Canteen space was increased and completed the work of hygiene.
4	Regular checking for the potability of the drinking water.	There was no issue of drinking water among the students.


Grievance Redressal Committee
Coordinator





CIRCULAR

Date- 18th January, 2023

A meeting of **Grievances Redressal Committee** will be held on **19/01/2023** at **02:00 PM** in the Principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

- Students grievance related to late classes.
- More and more co-curricular and extra-curricular activities for the development of the students
- Grievances related to summer internship and placement

Grievance Redressal Committee

Coordinator



Principal

Copy to.....

1. Chairman
2. Principal
3. All Committee Members



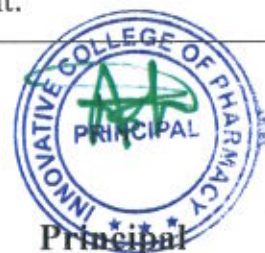


The agenda and outcome of the Grievances Redressal Committee meeting held on 19/01/2023

S. No.	Agenda	Discussion
1	Students' grievance related to late classes	There was a discussion that some students complained for late classes. Chairperson instructed the faculty members that every class must start on time.
2	More and more co-curricular and extra-curricular activities for development of the students	Chairperson Dr. Amarjeet singh (Principal) instructed and recommended to boost co-curricular and extra-curricular activities for the students' development.

The meeting ended with a vote of thanks to the chair.

Grievance Redressal Committee
Coordinator



Principal





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Attendance

S.No.	Name of the Members	Position	Sign
1	Dr. Amarjeet singh	Chairperson	
2	Mr. Qumre Alam	Coordinator	
3	Mrs. Roshan Zehra	Member	
4	Mrs. Sandhya sharma	Member	
5	Mr. Anjani Jha	Member	
6	Devang Mani Tripathi	Student Representative	

Grievance Redressal Committee
Coordinator

Principal



INNOVATIVE COLLEGE OF PHARMACY

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Action taken report of Grievance Redressal committee meeting held on 19/01/2023

S. No.	Agenda	Action Taken
1	Students grievance related to late classes.	All classes are now going on timely.
2	More and more co-curricular and extra-curricular activities for the development of the students	Event Calendar was designed and activities were begun by the HOD and Class coordinator.

**Grievance Redressal Committee
Coordinator**





CIRCULAR

Date- 17 October, 2023

A meeting of **Grievance Redressal Committee** will be held on **18/10/2023** at **02:00 PM** in the Principal's office.

All the members are requested to attend the meeting.

Agenda of the Meeting

- Timely issue of Mark-sheets, Transfer Certificates, Character Certificates or other examination and scholarship related matters.
- No dues and payments for various items from the library, hostels and other financial matters.
- Certain misgivings about conditions of sanitation, preparation of food and any other offensive activity.

Grievance Redressal Committee
Coordinator



Principal

Copy to.....

1. Chairman
2. Principal
3. All Committee Members





The agenda and outcome of the Grievance Redressal Committee meeting held on 18/10/2023

The meeting commenced at 02:00 pm with Dr. Amarjeet Singh, the Chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievances Committee in maintaining a fair and just environment within the college community.

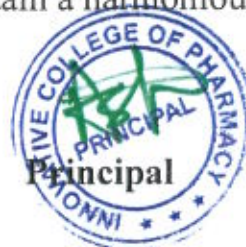
Agenda	Discussion
Timely issue of Mark-sheets, Transfer Certificates, Character Certificates or other examination and scholarship related matters.	Some faculty members told that students are facing some problems related to mark-sheets, transfer certificates, character certificates and scholarship related matters. Chairperson recommended and instructed the concerned office staff to sort out these problems..
No dues and payments for various items from the library, hostels and other financial matters.	Students are facing some problems related to dues from the library, hostels and other financial matters. Principal instructed the concerned staff to keep away these problems.
Certain misgivings about conditions of sanitation, preparation of food and any other offensive activity	Faculty members told that sanitation and preparation of food is not on time and proper. All staff members will strive to remove these problems.

Mr. Qumre Alam summarized the decisions and action items discussed during the meeting. He emphasized the importance of implementing the recommendations for improvements and encouraged ongoing collaboration to maintain a harmonious college community.

The meeting ended with a vote of thanks to the chair.

Qumre Alam
Grievance Redressal Committee

Coordinator





INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Amarjeet singh	Chairperson	
2	Mr. Qumre Alam	Coordinator	
3	Mrs. Renu Tiwari	Member	
4	Mrs. Sandhya sharma	Member	
5	Mr. Anjani Jha	Member	
6	Prashant	Student Representative	

**Grievance Redressal Committee
Coordinator**





Action taken report of Grievance Redressal committee meeting held on 18/10/2023

S. No.	Agenda	Action Taken
1	Timely issue of Mark-sheets, Transfer Certificates, Character Certificates or other examination and scholarship related matters.	Timely issue of all certificates and documents was done well maintained
2	No dues and payments for various items from the library, hostels and other financial matters.	All dues and payments are now being done on time.
3	Certain misgivings about conditions of sanitation, preparation of food and any other offensive activity	Proper sanitation, preparation of food and other things have been done in proper and well maintained way.

**Grievance Redressal Committee
Coordinator**





CIRCULAR

Date- 14th March, 2024

A meeting of **Grievance Redressal Committee** will be held on **15th March, 2024** at **03:00 PM** in the Principal's office.

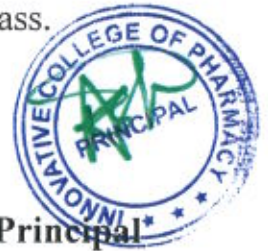
All the members are requested to attend the meeting.

Agendas of the Meeting

- Grievance related to summer internship and placement
- Repair and maintenance work
- Career Counselling and Competitive Examination Guidance Class.
Discussion for the placement and enhancement of the students

Grievance Redressal Committee

Coordinator



Principal

Copy to.....

1. Chairman
2. Principal
3. All Committee Members





The agenda and outcome of the Grievances Redressal Committee meeting held on 15th March, 2024

The meeting commenced at 03:00 pm with Dr. Amarjeet singh, the Chairperson, welcoming all attendees. He introduced the committee members present and emphasized the importance of the Grievances Redressal Committee in maintaining a fair and just environment within the college community.

S. No.	Agenda	Discussion
1	Grievance related to summer internship and placement.	There was a discussion that some students demanded for internship and placement in last year. Chairperson instructed the faculty members to ensure that every student must go for internship and good opportunity for job.
2	Repair and maintenance work	Chairperson Dr. Amarjeet singh (Principal) instructe Mr. Anjani Jha, Office Superintendent to get the repair work done and infrastructure is to be well maintained..

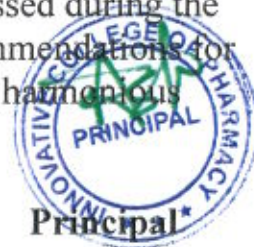
Closing Remarks:

Mr. Qumre Alam summarized the decisions and action items discussed during the meeting. He emphasized the importance of implementing the recommendations for improvements and encouraged ongoing collaboration to maintain a harmonious college community.

The meeting ended with a vote of thanks to the chair.

Grievance Redressal Committee

Coordinator



Principal



Principal



INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

Attendance

S.No.	Name of the Members	Position	Signature
1	Dr. Amarjeet singh	Chairperson	
2	Mr. Qumre Alam	Coordinator	
3	Mrs. Renu Tiwari	Member	
4	Mrs. Sandhya sharma	Member	
5	Mr. Anjani Jha	Member	
6	Prashant	Student Representative	

**Grievance Redressal Committee
Coordinator**



Principal





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Action taken report of Grievance Redressal committee meeting held on 15th March, 2024

S. No.	Agenda	Action Taken
1	Grievance related to summer internship and placement.	All grievance related to summer internship and placement were solved by the placement cell.
2	Repair and maintenance work.	Infrastructure and computers were repaired promptly.

**Grievance Redressal Committee
Coordinator**



Principal

