



SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

CIRCULAR

GRIEVANCE AND REDRESSAL CELL COMMITTEE

DATE:22.03.2024

This is to inform you that the meeting will be held in the principal's cabin at 10:30 a.m. All members of the Grievance and Redressal Cell Committee are requested to attend the meeting without fail.


Agenda:

- Complaints submitted by students should be kept confidential.
- Encourage students to express their grievances openly and without hesitation.
- Take necessary remedial actions based on the complaints, in consultation with the relevant authorities.
- Assign faculty members to identify areas of conflict among students and promote their strengths in unity and collaboration.

COPY TO:

1. Grievance and redressal cell committee
2. IQAC




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MINUTES OF THE MEETING

The following were the proceedings of the meeting:

Regarding the discussion about the functioning of this committee, it was decided that:

- The issues encountered by students and faculty will be communicated to the management through appropriate channels.
- Confidentiality regarding the issues will be upheld.
- The remedial actions implemented will not negatively impact students' careers.
- Each faculty member or discipline will be given an opportunity to present their concerns. Following these discussions, the meeting will be concluded.

The following members were present in the meeting: -

POSITION	NAME	DESIGNATION	SIGNATURE
Chairperson	Dr.C.JOTHIMANIVANNAN	Principal	
Internal member	Mrs.C.KALAISELVI	Professor	
Internal member	Mrs.K.SOWNDARYA	Assistant Professor	
Internal member	Mr.S.PRAVIN KUMAR	Assistant Professor	
Internal member	Mr.M.PRAVEEN KUMAR	Assistant Professor	
External member	Mr.V.CHAKRAVARTHY	Advocate	
Internal member	Mr.SURIYAPRAKASH	Student	
Internal member	Mr.DHATCHANAMOORTHY	Student	



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ACTION TAKEN REPORT

The GRIEVANCE AND REDRESSAL COMMITTEE meeting was conducted on 22nd March of 2024.


As per the discussions, the students were requesting the following amenities:

1. Wi-Fi and Internet Access
2. Study Spaces and Libraries
3. Water Maintenance Issues

All the above-mentioned amenities status were mentioned in the below benefits of student's community.

S.NO	GRIEVANCES	ACTION TAKEN
1.	Wi-Fi and Internet Access	The network speed has greatly improved, leading to faster connectivity
2.	Study Spaces and Libraries	Extend the library hours till 5.30 p.m.
3.	Water Maintenance Issues	The malfunctioning water coolers have been repaired




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CIRCULAR

This is to inform all B.Pharm students that the library hours have been extended until 5:30 PM. This change aims to provide you with more opportunities to access resources, study materials, and a conducive environment for research. We strongly encourage all students to take full advantage of this extended time. Whether you need to conduct research, complete assignments, or prepare for exams, the library offers a wealth of resources to support your academic journey.

COPYTO:

1. Grievance and redressal cell committee
2. IQAC
3. Library
4. Notice board




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The network speed has greatly improved, leading to faster connectivity



The network speed & connectivity improved




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