

Ref.No: ANCP/Grievance/2021-22.

Date: 29.12.2021

## CONSTITUTION OF GRIEVANCE COMMITTEE

#### CIRCULAR

It is for the information of Staff and Students of Annamacharya College of Pharmacy, Rajampet, that we have constituted the following Grievance Redressal Committee to look into their grievances and provide them an early solution.

S.No	Name of the Faculty	Designation	Designation in the Committee
1.	Dr.D.Swarnalatha	Principal	Chairman
2.	Dr.K.Adinarayana	Dept.of Biotechnology	Member
3.	Dr.D.Girirajasekhar	Dept.of Pharmacy Practice	Member
4.	Mr.M.Praveen Kumar	Dept.of Pharmaceutics	Member
5.	Mr.V.Chinnikrishnaiah	Dept.of Pharmacology	Member
6.	Ms.A.Sushmitha	Dept.of Ph'Analysis	Member
7.	Mr.H.Ravikumar Raju	Administrative officer	Member
. 8.	Ms.A.Mounika	Student	Student member
9.	Ms.ShaikAfiya	Student	Student member

If there is any grievance the students are required to submit the application on the prescribed form (Proforma enclosed) on E-mail ID (ancpgrievance@gmail.com) duly forwarded by the respective HOD.

The Cell deals with grievances received in writing from the students about any of the following matters:

1. Academic Matters: Related to timely issue Marks Sheets/Duplicate marks Sheet, Transfer Certificate, Conduct certificates or other matters related to Examination.

2. Financial Matters: Related to dues and payments for various items i.e. fees, fines, library hostels etc.

The above Committee must meet once in every semester, however, if the matter is urgent they can convene a meeting at an early date also. After its deliberations, the committee should submit the report to the Principal in a sealed cover.

PRINCIPAL

Dr. D. Swarnalatha

P RINCIPAL ANNAMACHARYA COLLEGE OF PHARMACY NEW BOYANAPALLI-516 126 RAJAMPET, Kadapa Dist. A. P.

Copy to: HODs Notice Board

Thallapaka Panchayat, New Boyanapalli (Post), RAJAMPET - 516126, Y.S.R. Kadapa District. A.P., India Tel: 08565-251865 (Principal), 251867 (Office), 251868 (Exam Cell) Mobile: +91 9848998651, +91 9912342118 E-mail: ancpaet@gmail.com Visit us: www.ancpap.in



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## EDUGRIEVANCE GRIEVANCE REDRESSAL PORTAL

## **WEBSITE LINK**

# https://ancpap.edugrievance.com/





### Grievance redressal mechanism

