

COLLEGE OF PHARMACY

JAMKHANDI -587301 Dist: Bagalkot-Karnataka

(Approved by Government of Karnataka, Pharmacy Council of India, New Delhi & Affiliated to Rajiv Gandhi University of Health Sciences Karnataka, Bangalore)

Email: principal.copjkd@bldea.org, Phone: 08353-200012 Mob: 9513397410

Ref. No: BLDEA/COP/JKD/2025

Date: 26/12/2025

OFFICE ORDER**Sub: Constitution of Students' Grievance Redressal Committee (SGRC)**

Ref: UGC Regulations & NAAC Guidelines

In accordance with the UGC Regulations on Grievance Redressal of Students, and as per the guidelines of the National Assessment and Accreditation Council (NAAC) and BLDE SOP, the Students' Grievance Redressal Committee (SGRC) is hereby constituted in BLDEA's College of Pharmacy, Jamkhandi with immediate effect, to address and redress grievances of students in a fair, transparent, and time-bound manner.

Composition of Students' Grievance Redressal Committee

Sl. No.	Name	Designation	Role
1	Dr.B Shivakumar	Principal	Chairperson
2	Prof. S H Lagali	Administrator	Administrator
3	Mr. Mallikarjun Poleshi	Assistant Professor	Coordinator
4	Dr. Chetankumar M	Associate Professor	Member
5	Mr. Shekhar M Teli	Assistant Professor	Member
6	Dr. Sujata Biradar	Assistant Professor	Member
7	Mr. Basavaraj Mantur	Student	Student Representative

Objectives of the SGRC:

- To provide a platform for students to voice their grievances
- To ensure prompt and impartial redressal of student complaints
- To maintain a harmonious and student-friendly campus environment
- To uphold fairness, transparency, and accountability



B.L.D.E. Association's

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Functions of the Committee

- Receive grievances related to academic, administrative, or student support services
- Conduct enquiries while maintaining confidentiality
- Recommend appropriate corrective actions to the Principal
- Maintain records of grievances, actions taken, and outcomes
- Submit periodic reports to IQAC and the Head of the Institution

The committee shall meet as and when required and at least once in an academic year. The tenure of the committee shall be one academic year or until further orders.

This order comes into force with immediate effect.


Principal,

BLDEA's College of Pharmacy
Jamakhandi-587301 Dist: Bagalkot





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MINUTES OF THE FIRST MEETING OF STUDENTS' GRIEVANCE REDRESSAL COMMITTEE (SGRC)

Date: 26/12/2025

Time: 04:30PM

Venue: Principal's Office

Members Present

Sl. No.	Name	Designation	Role	Signature
1	Dr.B Shivakumar	Principal	Chairperson	
2	Prof. S H Lagali	Administrator	Administrator	
3	Mr. Mallikarjun Poleshi	Assistant Professor	Coordinator	
4	Mr. Shekhar M Teli	Assistant Professor	Member	
5	Dr. Chetankumar M	Associate Professor	Member	
6	Dr. Sujata Biradar	Assistant Professor	Member	
7	Mr. Basavaraj Mantur	Student	Student Representative	

Agenda of the Meeting

- Constitution and objectives of the SGRC
- UGC/NAAC guidelines on student grievance redressal
- Mechanism for submission and disposal of grievances
- Awareness among students regarding SGRC
- Record keeping and reporting
- Any other matter with the permission of the Chair





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Proceedings of the Meeting

Agenda 1: Constitution and Objectives of SGRC

The Chairperson welcomed all members and explained the necessity of constituting the Students' Grievance Redressal Committee as per UGC Regulations and NAAC guidelines to ensure a transparent, fair, and student-friendly grievance redressal system.

Resolution:

The committee unanimously approved the constitution, objectives, and scope of SGRC.

Agenda 2: UGC/NAAC Guidelines

The Coordinator briefed the members on UGC (Redressal of Grievances of Students) Regulations and NAAC requirements, emphasizing timely resolution and confidentiality.

Resolution:

It was resolved to strictly adhere to UGC and NAAC norms in handling student grievances.

Agenda 3: Grievance Submission and Disposal Mechanism

The committee discussed various modes of grievance submission such as: Written complaint, Email submission and Suggestion / complaint box. The importance of time-bound and confidential resolution was emphasized.

Resolution:

It was resolved that all grievances shall be acknowledged and resolved within a reasonable time frame, maintaining confidentiality.

Agenda 4: Student Awareness

The committee discussed strategies to create awareness among students about SGRC, its objectives, and procedures.

Resolution:

It was resolved to display SGRC details on the notice board and college website and inform students during orientation programmes.

Agenda 5: Record Keeping and Reporting

The need for maintaining proper records of grievances received, actions taken, and outcomes was discussed.

Resolution:

The Coordinator shall maintain SGRC records and submit periodic reports to the Principal and IQAC.



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Agenda 6: Any Other Matter
No other matter was discussed.

Conclusion

The meeting concluded with a vote of thanks to the Chair. The Chairperson emphasized the importance of providing a supportive and grievance-free academic environment.

Signatures

Chairperson

Students' Grievance Redressal Committee

(Principal)

Name: Dr. B. Shivalakshmi

Signature: [Handwritten Signature]

Coordinator

Students' Grievance Redressal Committee

Name: Mallikarjun Polli

Signature: [Handwritten Signature]

