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**Kommareddy Venkata Sadasiva Rao  
Siddhartha College of Pharmaceutical Sciences**

Siddhartha Nagar, Vijayawada - 520010, AP, INDIA  
(Sponsors : Siddhartha Academy of General & Technical Education)  
ISO 9001:2015, ISO14001:2015 & ISO50001:2011 CERTIFIED INSTITUTION  
Affiliated to Krishna University, Machilipatnam  
Approved by AICTE, PCI, New Delhi and Govt. of Andhra Pradesh

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Ref: KVSRSOOPS/123/2022

Date: 23.02.2022

**OFFICE ORDER**

**Grievance Redressal Committee**

**Sub:- Re-constitution of Grievance Redressal Committee --Reg.**


In order to ensure transparency, imparting technical education, admissions and with paramount objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances, we constituted GRIEVANCE REDRESSAL COMMITTEE as per the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 under Clause 1 of Section 23 of the AICTE Act, 1987 (52 of 1987) and vide Notification F.No. 37-3/Legal/2012, dated 25-02-2012. As per the Clause 5 of the above Regulation made by the AICTE, a registry has been established to record the grievances of students, their parents and others and under which a staff member headed to receive the grievances of students, parents or others and send their representations to the Grievance Redressal Committee. We have re-constituted Grievance Redressal Committee with the following members:

S.No	Name of the Member	Role	Present Designation	Mobile No.
1.	Dr. A. Suneetha	Chairperson	Principal	9949185566
2.	Dr. G. Vijaya Kumar	Member	Professor	9989921747
3.	Dr. T. Sarala Devi	Member	Assistant Professor	9849483034
4.	Sri. A.V.S. Ravi Sainadh	Member	Assistant Professor	9618352952
5.	Ms. M. Sushma	Member	Student	9063820280

**Objectives**

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.



  
PRINCIPAL  
K.V.S.R. SIDDHARTHA COLLEGE OF  
PHARMACEUTICAL SCIENCES  
VIJAYAWADA-520 010.

  
PRINCIPAL

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K.V.S.R. SIDDHARTHA COLLEGE OF  
PHARMACEUTICAL SCIENCES  
VIJAYAWADA

## NOTICE

Date: **24/9/2018**

Meeting of Grievance Appeals committee is to be convened on 24/9/2018 at 3:30pm in Room no 216. All the members are requested to attend the meeting.

### Agenda:


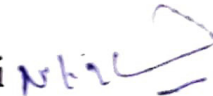

- Time bond redressal of grievances received if any.
- Installing the complaint box at appropriate place in the college campus.
- Miscellaneous by permission of chair.



  
Chairperson 24/9/18

Grievance Appeal committee  
(Dr.G. Ramana)

### Members:

1. Dr. A. Bharathi 
2. Dr. N. Kanaka Durga Devi 
3. K. VASANTHA. 

## MINUTES OF MEETING


Date:24/9/2018

Meeting of Grievance Appeals committee was convened on 24/9/2018 at 3:30pm at Room No 216. Minutes of meeting are as follows:


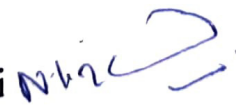

- The chairperson Dr.G.Ramana & the members Dr.A. Bharathi & Dr.A. Kanaka Durga Devi attended the meeting on 24/9/20.18.
- No grievances were received from the stake holders.
- The committee decided to ensure transparency by preventing unfair practices, complaints of alleged discrimination by students & sexual harassments.
- The committee decided to install a complaint box near the office.

The meeting concluded with vote of thanks.



  
Chairperson - 24/9/2018  
Grievance Appeal committee  
(Dr.G. Ramana)

### Members:

- 1.Dr. A. Bharathi 
- 2.Dr. N. Kanaka Durga Devi 
3. K. VASANTHA. 

## NOTICE

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Meeting of Grievance Appeals committee is to be convened on 24/9/2018 at 3:30pm in Room no 216. All the members are requested to attend the meeting.

### Agenda:


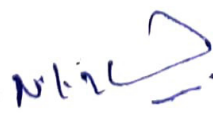

- Time bond redressal of grievances received if any.
- Installing the complaint box at appropriate place in the college campus.
- Miscellaneous by permission of chair.



  
Chairperson - 24/9/18

Grievance Appeal committee  
(Dr.G. Ramana)

### Members:

1. Dr. A. Bharathi 
2. Dr. N. Kanaka Durga Devi 
3. K. VASANTHA. 

## MINUTES OF MEETING


Date: 24/9/2018

Meeting of Grievance Appeals committee was convened on 24/9/2018 at 3:30pm at Room No 216. Minutes of meeting are as follows:



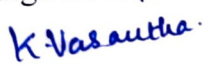
- The chairperson Dr.G.Ramana & the members Dr.A. Bharathi & Dr.A. Kanaka Durga Devi attended the meeting on 24/9/2018.
- No grievances were received from the stake holders.
- The committee decided to ensure transparency by preventing unfair practices, complaints of alleged discrimination by students & sexual harassments.
- The committee decided to install a complaint box near the office.

The meeting concluded with vote of thanks.



  
Chairperson - 24/9/2018  
Grievance Appeal committee  
(Dr.G. Ramana)

### Members:

1. Dr. A. Bharathi 
2. Dr. N. Kanaka Durga Devi 
3. K. VASANTHA 

# NOTICE

Date:21/12/2018

Meeting of Grievance Appeals committee is to be convened on 21/12/2018 at 4:00pm in Room no 216.All the members are requested to attend the meeting.

## Agenda:

- To discuss the progress of the Grievance Appeals Committee.
- To discuss of grievances received if any.
- Inclusion of student representatives.
- Miscellaneous by permission of chair.



*Ramana*  
21/12/18  
Chairperson  
Grievance Appeals committee  
(Dr.G. Ramana)

## Members:

1. Dr. A. Bharathi *A. Bharathi*
2. Dr. N. Kanaka Durga Devi *N. Kanaka Durga Devi*
3. Mrs. K. Vasantha *K. Vasantha*
4. U. Maha Lakshmi (Student Representative) *U. Maha Lakshmi*
5. M. Pavan Kumar (Student Representative) *M. Pavan Kumar*

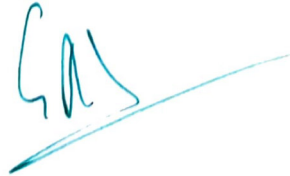
# MINUTES OF MEETING

Date:21/12/2018

Meeting of Grievance Appeals committee was convened on 21/12/2018 at 4:00pm at Room No 216. Minutes of meeting are as follows:

- The chairperson Dr.G.Ramana and the members Dr.A. Bharathi & Dr.A. Kanaka Durga Devi, Mrs.K.Vasanth & Student Representatives attended the meeting on 21/12/18.
- All courses of students are doing well.No grievances were received from the students , teachers & parents
- Complaint box was placed near the office.
- One email i.d was created [gakvrsops@gmail.com](mailto:gakvrsops@gmail.com) to submit grievances through mail.
- In orientation day program Dr.Ramana has revealed the importance of grievance appeals committee to the students & parents.
- The committee members decided to include two student representatives.

The meeting was concluded with vote of thanks.



*Dr. G. Ramana*  
21/12/18  
Chairperson

Grievance Appeals committee  
(Dr.G. Ramana)

## Members:

- 1.Dr. A. Bharathi *Bharathi*
- 2.Dr. N. Kanaka Durga Devi *NKD*
- 3.Mrs.K.Vasanth *K.Vasanth*
- 4.U.Maha Lakshmi (Student Representative) *U.Maha Lakshmi*
- 5.M.Pavan Kumar (Student Representative) *M.Pavan Kumar*

# NOTICE

Date:22/3/2019

Meeting of Grievance Appeals committee is to be convened on 22/3/2019 at 4:00pm in Room no 216.All the members are requested to attend the meeting.

## Agenda:

- To review the progress of Grievance Appeals Committee.
- To discuss the grievances received if any.
- Miscellaneous by permission of chair.



*Dr. G. Ramana*  
22/3/19  
Chairperson

Grievance Appeal committee  
(Dr.G. Ramana)

## Members:

- 1.Dr. A. Bharathi *(Signature)*
- 2.Dr. N. Kanaka Durga Devi *(Signature)*
- 3.Mrs.K.Vasantha *K. Vasanthha*
- 4.U.Maha Lakshmi (Student Representative) *U. Maha Lakshmi*
- 5.M.Pavan Kumar (Student Representative) *M. Pavan Kumar*



# MINUTES OF MEETING

Date: 22/3/2019

Meeting of Grievance Appeals committee was convened on 22/3/2019 at 4:00pm at Room No 216. Minutes of meeting are as follows:

- The chairperson Dr.G.Ramana & the members Dr.A. Bharathi & Dr.A. Kanaka Durga Devi ,Mrs. K.Vasantha & Student Representatives attended the meeting on 22/3/2019.
- Committee did not receive any complaints of alleged discrimination,sexual harassments & unfair practices from students & faculty.
- The committee decided to encourage students to make constructive suggestions by using the suggestion box.
- The committee also assures the students that once complaint is made,it will be treated as confidential.
- Student representatives were also attended the meeting.

The meeting concluded with vote of thanks.



*Dr. G. Ramana*  
Chairperson 22/3/19  
Grievance Appeal committee  
(Dr.G. Ramana)

## Members:

1. Dr. A. Bharathi *(Bharathi)*
2. Dr. N. Kanaka Durga Devi *N.K.D.*
3. Mrs. K. Vasantha *K. Vasantha*
4. U. Maha Lakshmi (Student Representative) *U. Maha Lakshmi*
5. M. Pavan Kumar (Student Representative) *M. Pavan Kumar*

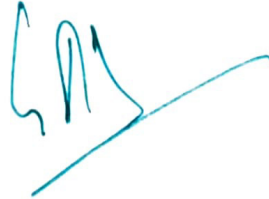
# NOTICE

Date:28/6/2019

Meeting of Grievance Appeals committee is to be convened on 28/6/2019 at 4:00pm in Room no 216.All the members are requested to attend the meeting.

## Agenda:

- To discuss the measures being taken to prevent alleged discrimination & unfair practices in students.
- To conduct orientation & awareness program on grievance appeals for the freshers.
- Miscellaneous by permission of Chair.



*Ramana*  
28/6/19  
Chairperson  
Grievance Appeals committee  
(Dr.G. Ramana)

## Members:

- 1.Dr. A. Bharathi *(Bharathi)*
- 2.Dr. N. Kanaka Durga Devi *N.K.D.*
- 3.Mrs.K.Vasanthha *K.Vasanthha.*
- 4.U.Maha Lakshmi (Student Representative) *U.Maha Lakshmi*
- 5.M.Pavan Kumar (Student Representative) *M.pavan Kumar*

# MINUTES OF MEETING

Date:28/6/2019

Meeting of Grievance Appeals committee was convened on 28/6/2019 at 4:00pm at Room No 216. Minutes of meeting are as follows:





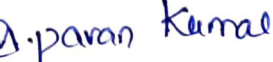
- The chairperson Dr.G.Ramana & the members Dr.A. Bharathi & Dr.A. Kanaka Durga Devi, Mrs.K.Vasanth & Student Representatives attended the meeting on 28/6/2019.
  - The committee discussed on various measures to be taken to prevent grievances in the college.
  - The committee decided to advise stake holders to respect the right & dignity of one another and not to behave in a vindictive manner towards any of them for any reason.
  - The committee ensures that grievances will be resolved promptly with sensitivity & in complete confidentiality.
  - The committee decided to explain the rules, regulations and importance of grievance appeals committee in the orientation classes.
  - No grievance issues in the college.
  - Student representatives were also attended & shared their ideas.
- The meeting concluded with vote of thanks.



  
Chairperson 28/6/19

Grievance Appeal committee  
(Dr.G. Ramana)

## Members:

1. Dr. A. Bharathi 
2. Dr. N. Kanaka Durga Devi 
3. Mrs.K.Vasanth 
4. U.Maha Lakshmi (Student Representative) 
5. M.Pavan Kumar (Student Representative) 

# NOTICE

10/02/2020

Meeting of Grievance Appeals committee is to be convened on 10/02/2020 at 4:00 PM in Room no 216. All the members are requested to attend the meeting.

## Agenda:

- To discuss about Grievances solved from previous meeting.
- To discuss the Grievances received if any.
- Miscellaneous by permission of Chair.



**Chairperson**  
**Grievance Appeals Committee**

**(Dr.G. Ramanaiah)**

## Members:

1. Dr. A. Bharathi 

2. Dr. N. Kanaka Durga Devi 

3. Mrs. K. Vasantha

## MINUTES OF MEETING

Date: 10/02/2020

Meeting of Grievance Appeals committee was convened on 10/02/2020 at 4:00PM at Room No 216. Minutes of meeting are as follows:

- The Chairperson Dr.G.Ramanaiah and the members Dr.A.Bharathi, Dr.A. Kanaka Durga Devi, Mrs.K.Vasantha & Student Representatives attended the meeting on 10/02/2020.
- All courses of students are doing well. No grievances were received from the students, Staff & Parents.
- The committee decided to encourage students to make constructive suggestions by using the suggestion box.

The meeting concluded with vote of thanks.

  
Chairperson

Grievance Appeals Committee

(Dr.G. Ramanaiah)

### Members:

1. Dr. A. Bharathi



2. Dr. N. Kanaka Durga Devi



3. Mrs. K. Vasantha

# NOTICE

21/12/2020

Meeting of Grievance Appeals committee is to be convened on 21/12/2020 at 4:00 PM in Room no 216. All the members are requested to attend the meeting.



## Agenda:

- To discuss about Grievances solved from previous meeting.
- Time bond redressal of Grievances received if any.
- Miscellaneous by permission of Chair.



**Chairperson**  
**Grievance Appeals Committee**  
**(Dr.G. Ramanaiah)**

## Members:

1. Dr. A. Bharathi 
2. Dr. N. Kanaka Durga Devi 
3. Mrs. K. Vasantha

## MINUTES OF MEETING

**Date: 21/12/2020**

Meeting of Grievance Appeals committee was convened on 21/12/2020 at 4:00PM at Room No 216. Minutes of meeting are as follows:

- The Chairperson Dr.G.Ramanaiah and the members Dr.A.Bharathi, Dr.A. Kanaka Durga Devi, Mrs.K.Vasanth & Student Representatives attended the meeting on 21/12/2020.
- All courses of students are doing well. No grievances were received from the students, Staff & Parents.
- The committee decided to encourage students to make use of Digital-Library.

The meeting concluded with vote of thanks.

**Chairperson**  
**Grievance Appeals Committee**  
**(Dr.G. Ramanaiah)**

### Members:

1. Dr. A. Bharathi

2. Dr. N. Kanaka Durga Devi

3. Mrs. K. Vasantha

# NOTICE

20/09/21

Meeting of Grievance Appeals committee is to be convened on 20/09/2021 at 4:00PM in Room no 216. All the members are requested to attend the meeting.

## Agenda:



- To discuss about Grievances solved from previous meeting.
- To discuss the Grievances received if any.
- Miscellaneous by permission of Chair.

  
Chairperson

Grievance Appeals Committee

(Dr.G. Ramanaiah)

## Members:

1. Dr. A. Bharathi 
2. Dr. N. Kanaka Durga Devi 
3. Mrs. K. Vasantha



# MINUTES OF MEETING

Date: 20/09/2021

Meeting of Grievance Appeals committee was convened on 20/09/2021 at 4:00PM at Room No 216. Minutes of meeting are as follows:

- The Chairperson Dr.G.Ramanaiah and the members Dr.A.Bharathi, Dr.A. Kanaka Durga Devi, Mrs.K.Vasantha & Student Representatives attended the meeting on 20/09/2021.
- All courses of students are doing well. No grievances were received from the students, Staff & Parents.
- The committee decided to encourage students to maintain Physical distancing helps limit the spread of COVID-19.

The meeting concluded with vote of thanks.



Chairperson

Grievance Appeals Committee  
(Dr.G. Ramanaiah)

## Members:

1. Dr. A. Bharathi 

2. Dr. N. Kanaka Durga Devi 

3. Mrs. K. Vasantha

# NOTICE

07/02/2022

All the members of Grievance redressal committee are assembled in principal chamber at 2:00 PM to discuss the points mentioned in the agenda.

## Agenda:

- To discuss about Grievances solved from previous meeting.
- To discuss the Grievances about Internet speed.
- Improvement in other facilities.



**Chairperson**  
**Grievance Redressal Committee**

**(Dr.A. Suneetha)**

## Members:

1. **Dr.G. Vijay Kumar**

2. **Dr. T. Sarala Devi**

3. **Sri.A.V.S. Ravi Sainadh**

4. **Ms.M.Sushma**

## MINUTES OF MEETING

Date: 07/02/2022

The following points are discussed during the Meeting and the minutes were recorded as below.

- The Chairperson of the committee initiated the meeting for redressal of grievances received.
- Previous grievances have been solved and action taken by the members has been discussed and necessary measures have been taken.
- Principal informed the members regarding the speed of internet and asked the members to take necessary steps for enhancing the speed of the internet.

The meeting concluded with vote of thanks.

**Chairperson**  
**Grievance Redressal Committee**

(Dr.A. Suneetha)

### Members:

1. Dr.G. Vijay Kumar

2. Dr. T. Sarala Devi

3. Sri.A.V.S. Ravi Sainadh

4. Ms.M.Sushma

# NOTICE

17/06/2022

All the members of Grievance redressal committee are assembled in principal's chamber at 2:00 PM to discuss the points mentioned in the agenda.

## Agenda:

- To discuss about Grievances solved from previous meeting.
- To discuss the Purchase of online grivances.
- Improvement in other facilities.



**Chairperson  
Grievance Redressal Committee**

**(Dr.A. Suneetha)**

## Members:

1. **Dr.G. Vijay Kumar**

2. **Dr. T. Sarala Devi**

3. **Sri. A.V.S. Ravi Sainadh**

4. **Ms. M.Sushma**



## MINUTES OF MEETING

Date: 17/06/2022

The following points are discussed during the Meeting and the minutes were recorded as below.

- The Chairperson of the committee initiated the meeting for redressal of grievances have been discussed and received.
- Previous grievances have been solved and action taken by the members has been discussed and necessary measures have been taken.
- Principal informed the members regarding the purchase of online grievances from V-MEDULIFE and asked the members to take necessary steps for enhancing the speed of the internet.

The meeting concluded with vote of thanks.



**Chairperson**  
**Grievance Redressal Committee**

**(Dr.A. Suneetha)**

### Members:

1. Dr.G. Vijay Kumar



2. Dr. T. Sarala Devi



3. Sri.A.V.S. Ravi Sainadh



4. Ms.M.Sushma

# NOTICE

27/02/2023

Meeting of Grievance Appeals committee is to be convened on 27/02/2023 at 4:00PM in Room no 216. All the members are requested to attend the meeting.

## Agenda:

- To discuss about Grievances solved from previous meeting.
- To discuss the Grievances received if any.
- Miscellaneous by permission of Chair.



**Chairperson**  
**Grievance Appeals Committee**  
**(Dr.A. Suneetha)**

## Members:

1. **Dr. G. Vijay Kumar**



2. **Dr. T. Sarala Devi**



3. **Mr. A.V.S. Ravi Sai Nadh**



4. **Ms. M. Sushma**

# MINUTES OF MEETING

Date: 27/02/2023

Meeting of Grievance Appeals committee was convened on 27/02/2023 at 4:00PM at Room No 216. Minutes of meeting are as follows:

- The Chairperson Dr.G.Ramanaiah and the members Dr.A.Bharathi, Dr.A. Kanaka Durga Devi, Mrs.K.Vasanth & Student Representatives attended the meeting on 27/02/2023.
- All courses of students are doing well. No grievances were received from the students, Staff & Parents
- The committee decided to encourage students to make use of latest IP-2022 and Digital Library.
- Student representative were also attended the meeting.

The meeting concluded with vote of thanks.

**Chairperson**  
**Grievance Appeals Committee**  
**(Dr.A. Suneetha)**

## Members:

1. Dr. G. Vijay Kumar

2. Dr. T. Sarala Devi

3. Mr. A.V.S. Ravi Sai Nadh

4. Ms. M. Sushma