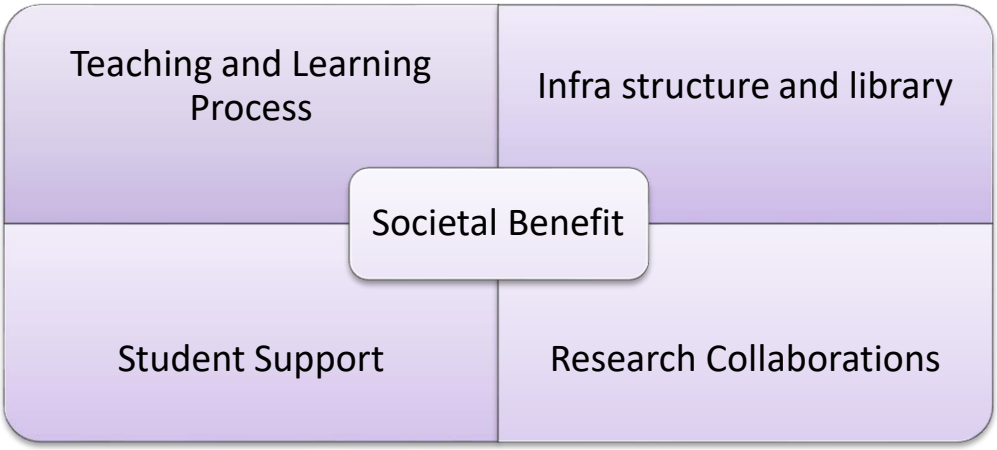
6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative set up, appointment and service rules, procedures, deployment of institutional strategic /perspective / development plan

Response:

According to the policy and strategic plan of the organization, it must "guarantee excellence" in all endeavours. It is evident from the policies, administrative structure, appointment, service norms and processes, etc., that the institutional bodies are operating successfully and efficiently.

The frame work of the institution mainly focused on



TEACHING AND LEARNING PROCESS:

To accomplish and sustain good academic results by

- Mentoring system
- Feed back on teaching and its implementation
- Assessment of students were considering regularly on the basis of assignment's, presentations and sessional's.

INFRASTRUCTURE AND LIBRARY

The college has good academic facilities, including a modern building, enough properly ventilated class rooms, laboratories for conducting required practicals, machine room for production of various formulations and central instrumentation for research and consultancy work. It has also a medicinal garden, a clean air conditioned animal house, library resources, more than 100 computers to help with teaching and learning, a dorm for male and female students, and a play area.

The library has 9293 volumes, 2577 titles, 46 journals, 30 e-journals, 20 magazines, and 14 newspapers of books. It is a DELNET member and is listed as an NDLI club under the national digital library of India.

STUDENT SUPPORT

The institution has a grievance redressal cell/Discipline Committee, Anti-Ragging Committee and Squad, feedback system whose duty it is to confirm, and devise an action plan to fix the issues and coordinate discipline in the campus.

In order to promote the empowerment of women and girls, Women Empowerment Cell, SHMC, and Internal Complaint Committee were framed. To raise awareness of gender parity, health-related issues, a number of programmes were carried out in partnership with society and government organisations.

A focus on student-cantered learning processes is promoted by holding seminars, poster contests, soft skills training programmes, and practical internship training with case studies and their analysis.

Sports allianza, conferences, and other intra- and inter-curricular events were among the extracurricular activities in which students were encouraged to take part by the cultural and sports committees.

RESEARCH / COLLABORATIONS

The institution is recognised by the university as a research centre includes a cell for patents, a committee for industrial research and consultancy with an outcome of sponsored and consultancy projects. These committees provide the teaching staff and postgraduate students with motivation and assistance as they strive to increase their expertise and take part in research publications. The institution encourages PhD holders to submit applications for research grants and asks to submit ideas for the purchase of high end instruments. Also assists junior faculty to enrol for PhD and supports financially to attend seminars, conferences, workshops and FDPs.

ONGOING DEVELOPMENT WITH SOCIAL OUTCOMES FOR SOCIETAL GAIN

With the help of IQAC, the institution's unit National Service Scheme (NSS), sports and cultural committee, and other departments, organises national and international days in addition to regular camps, special programmes, and outreach initiatives for societal welfare. Additionally, with the assistance of medical professionals from numerous reputable hospitals, organises health camps, blood donation camps, and health awareness programmes.

Tel : 0866 - 2479775
Fax : 0866 - 2493347

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 CERTIFIED INSTITUTION
Affiliated to Krishna University, Machilipatnam
Approved by AICTE, PCI, New Delhi and Govt. of Andhra Pradesh
E-mail : kvsrsiddharthapharma@gmail.com
web: www.kvsrsiddharthapharma.edu.in

O.C. No.:

Date : 14.7.2022

POLICY OF WOMEN EMPOWERMENT CELL

Women Empowerment Cell (WEC) at KVSR SCOPS has been constituted to develop a congenial environment to contribute in inclusive growth of all, particularly women in and around institution. The cell aims to empower women though knowledge sharing, training and awareness programs. This shall include women's sense of self-worth improvement, awareness of their right to have access to opportunities and resources, to have the power for controlling their own lives, and their ability to influence the direction of social change to create a more just social and economic order nationally and internationally.

This policy shall extend and apply to all the students, employees of the campus and women in general.

Objectives

In pursuance of the directions issued by University Grant Commission (UGC) and Ministry of Human Resource Development (MHRD), our institution has set up the WEC with thefollowing objectives:

- To provide and foster a dignified, congenial working environment for women employees (including teaching, non-teaching and contractual workers) and students, where they can realize their potential to the fullest.
- To make women aware of their social and legal rights and thus empower them to stand against any discrimination.
- To develop personality and incubate leadership quality in women leading to a fulfilling lives.
- To organize activities and programs to achieve the above said objectives.
- To cooperate and collaborate with organizations with similar goals and activities.
- To act as a forum for information sharing and exchange of ideas.

Guidelines

WEC would function in consonance with the guidelines provided by UGC. The main functions shall include:

1. Organizing workshops and seminars that will result in women empowerment of both within the campus and outside the campus.
2. Spreading awareness about issues affecting women like health and fitness and investment etc.
3. Assisting Cell for Sexual Harassment monitoring committee (SHMC) for dealing with complaint and conducting an inquiry.
4. Collaborate with different State functionaries like Women and Child Development Department, Andhra Pradesh.

Pr...
K.V.S.R. SIDDHARTHA COL...
PHARMACEUTICAL SCIENCES
VIJAYAWADA-520 010.

COPY

5. Collaborate with various organizations active in the field of women empowerment. AIDWA, SAFE, Taruni Tarangalu,
6. Monitor the timely conduction of activities under WEC and submit the reports of same to the Institution.

Composition of WEC

The composition of WEC shall be as under:

S. No.	Position	Members Profile	Members
1	Chairperson	A female faculty member of the cadre Associate Professor and above. Dr. A.Suneetha	
2	Member	Girl's hostel warden. K.Jyothi	
3	Member	An eminent woman academician from outside the Institution. Dr.Kalpana , Principal, SDSMK	
4	Member	A woman representative of an NGO	
5	Department Coordinators	One female faculty member from each department/ Institute to promote and conduct the WECactivities.	

Meetings:

- The meeting agenda will be linked to the objectives of WEC and annual action plan. Howeverthe committee will also asses the current needs and develops the agenda accordingly.
- The Committee will meet at least three times a year. The chair of the Committee may convene additional meetings, as he/she deems necessary.
- A minimum of 4 members of the Committee will be present for the meeting to constitute a quorum.

Execution of Activities:

- A minimum of 3 activities (Workshops/Seminars/Awareness Camps/Training Programmes) will be conducted in an academic year.
- The activity will be planned and executed by WEC, supported by Department Coordinators.
- A detailed report of each activity will be submitted to the Institution.
- Sample list of activities are as following:
  - Workshops/ seminars/ awareness camps on issues like:
    - Personality Development

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

COPY

- Women Fitness
- Legal Literacy
- Leadership
- Entrepreneurship Development Suggestive

  - Performing skits and road plays for creating awareness in society.
  - Organizing Group discussions, Speech, Debate, Essay writing, Posters etc on current issues to sensitize students.
  - Arranging lectures of highly qualified and successful Women.
  - Providing basic amenities for hygiene (soaps, hand towels etc), education (copies, pen, pencil etc.), old clothes, and other supplies though the Institution departments.

- Any complaints of Sexual harassment received by WEC would be directed to the SHMC KVSRSCOPS andfull assistance would be provided to find justice in the case.

Review of Policy

- On the basis of the experience of the working of the policy the WEC after adequate consultation with the related departments like SHMC can put forth suggestion/recommendation for changes in the policy.
- The WEC- Chairperson is authorized to make recommendations to the Institution about changes in the policy.
- Any change will be incorporated based on approval from Board of Management of KVSRSCOPS.
- The policy will be reviewed after 3 academic years.

K V S R Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

Tel : 0866 - 2479775
Fax : 0866 - 2493347

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 CERTIFIED INSTITUTION
Affiliated to Krishna University, Machilipatnam
Approved by AICTE, PCI, New Delhi and Govt. of Andhra Pradesh
E-mail : kvsrsiddharthapharma@gmail.com
web: www.kvsrsiddharthapharma.edu.in

O.C. No.:

Date :

POLICY FOR ANTI RAGGING COMMITTEE

Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus.

The Anti-Ragging Squad- office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Buses, Classrooms and other places of student congregation.

Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging. F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education and in consideration of the rules framed by the central government and the UGC, to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students and to provide healthy environment physically and psychologically to all students of our institution KVSRSCOPS, has set forth the anti ragging policy.

Objectives of the policy

To prohibit, prevent and eliminate any conduct by any student or students which constitutes ragging.

What constitutes ragging?

a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student
b) indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

COPY

d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher
e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Roles and Responsibilities

Principal:

- To ensure compliance with the provision of AICTE Regulation on Anti-ragging at the institution level
- To monitor and oversee the performance of an Anti-Ragging squad in prevention of ragging in the institution.
- To take appropriate action in case an incident of ragging is reported by Anti-ragging Squad of the institute and to further inform/get approval of action to be taken from University Anti-Ragging Committee.

Chair person

- Devise mechanism for receiving, processing and addressing all information regarding incidence of ragging.
- Devise and promote a credible anti-ragging policy in college.
- Advise Disciplinary Committee and sub committees on new policies or directives on handling cases of ragging (as applicable) from time to time.
- Sensitization of employees towards cases of ragging.
- Seek advice of expert to handle complicated grievance cases related to ragging apart from advise by other committee(s) if need arises.
- Compile/ submit biannual basis, the grievance summary report (on cases related to ragging) if any along with recommendations.

Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

COPY

- Maintain all records, statements, actions and other correspondences related to ragging cases.
- Discuss major cases of ragging to generate awareness amongst students and faculty.
- Ensure the formation of the various cells and committees and their proper functioning
- Take an appropriate decision with regard to punishment depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

Members

- Devise policies to supervise and advise in preserving a Culture of Ragging Free Environment in the college Campus.
- Engage squad team in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student gathering.
- Design strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.
- Adopt a range of positive reinforcement activities for orienting students and molding their personality for a better cause.

Anti-Ragging Squad

Formation

Mobile squad shall be formed from time to time to facilitate up keeping and upholding the objectives of the cell. The cell so formed shall be with the approval of the chairperson and known only to ARC.

Roles

The Anti-ragging squad is formed for overseeing the implementation of the recommendations of the anti-ragging committee.

The Anti-Ragging Squad shall be maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times in the campus.
In any case of ragging sighted, the situation shall be secured, reported to the Anti-Ragging committee for further course of actions

Duties of Ragging Grievant or Witness

Ragging is a very prohibited and punishable offense by law. If any ragging instances take place, then the following guidelines will help you,

1. Do not panic or get scared, start walking towards principal's office
2. Do not abuse back or try to answer or to settle the issue on spot
3. Immediate help could be requested from any of the Anti-Ragging Committee (ARC) members or KVSR SCOPS staff members who are found in the nearest distance
4. If ragging is observed by a third person then the same may be immediately brought to the notice of any of the Anti-Ragging Committee (ARC) members or KVSRSCOPS staff members for help in the nearest distance.

KVSR Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

COPY

5. A written complaint has to be submitted to the Anti-Ragging Committee (ARC) describing the ragging instance completely with date, time and place of happening
6. The complaint should contain the identity of the complainant and the identity of the alleged
7. The complainant should submit the complaint in person to any of the Anti-Ragging Committee (ARC) members
8. The confidentiality of the complainant and any other applicable issues shall be maintained

Redressal of Ragging Cases

In case of any ragging case reported

1. If the ragging instance is reported to be in occurrence, then the Anti-Ragging Committee (ARC) members shall immediately arrange for securing the complainant and/or victim
2. The victim should be taken for counselling
3. A written complaint shall be received from the complainant and/or victim describing the full details instance, date, time and place of occurrence
4. The complainant's and/or victim's identity such as name, branch, semester, section, contact number, e-mail id, parent's name, parent's contact shall be obtained
5. The allege d's identity such as name, branch, semester, section, contact number, e-mail id, parent's name, parent's contact shall be obtained
6. The complaint shall be noted down in the Ragging Complaints Book with the member secretary
7. The complaint shall be documented in the file with member secretary
8. The complaint shall be brought to the notice of the chairman
9. A hearing shall be held in consultation with the chairman to resolve the issue to decide upon the action
10. The actions against the alleged if found guilty shall be recommended by the Anti-Ragging Committee ARC) to the Head of the institution in reference to the recommended actions by the AICTE, New Delhi and supreme court orders

Actions

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.

2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

COPY

4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

i) Cancellation of admission Anti Ragging Committee
ii) Suspension from attending classes
iii) Withholding/withdrawing scholarship/fellowship and other benefits
iv) Debarring from appearing in any test/examination or other evaluation process
v) Withholding results
vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
vii) Suspension/expulsion from the hostel
viii) Rustication from the institution for period ranging from 1 to 4 semesters
ix) Expulsion from the institution and consequent debarring from admission to any other institution.
x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Measures for prevention of ragging: -

It shall be mandatory for every stake holder to take following measures for prevention of ragging at the institutions.

- Ragging within and outside the campus is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
- Every candidate has to fill an affidavit, in English. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- A printed affidavit, in English and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
- The applicant must submit a document along with the conduct Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
- Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on regular basis to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.(mentoring system)
- A Student Handbook detailing when and whom student has to turn to for help and guidance for various purposes (Head of the institution, members of the anti–ragging committee, relevant

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

COPY

District and police authorities), addresses and telephone numbers of such persons/authorities, etc. is being provided to all the fresher's.

- The Institute through the student information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- The information booklet mentioned above shall also tell the fresher's about their rights as bona fide students and clearly instructing them that they should resist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- Necessary and intense policing is resorted to at such points at odd hours during the early months of the academic session.
- The Institution shall utilize the vacation period before the start of the new academic year to launch a campaign against ragging through posters, leaflets and such other means, as may be desirable or required

.UNDERTAKING BY THE CANDIDATE/STUDENT

I, ... S/o.or D/o. of Mr./Mrs./Ms. ..... have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.

I have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institution, 2009, and have carefully gone through it. I, hereby, undertake that

- I will not indulge in any behavior or act that may come under the definition of ragging.
- I will not participate in or abet or propagate ragging in any form.
- I will not hurt anyone physically or psychologically or cause any other harm.

I, hereby, agree that if found guilty of any aspect of ragging, I may be punished as per the provision of the UGC Regulations mentioned above and / or as per the law in force.

I, hereby, affirm that I have not been expelled or debarred from admission by any institution.

Signed this ..... Day of ..... month of .....year

Signature

Name:
Address:

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

KVSR Siddhartha College of Pharmaceutical Sciences
VIJAYAWADA - 520 010

COPY

UNDERTAKING BY PARENT/GUARDIAN

I, ...F/o./M/o.G/o. .....

have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard as well as the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009.

I assure you that my son/daughter/ ward will not indulge in any act of ragging. I, hereby, agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and /or as per the law in force.

Signed this ..... Day of ..... month of .....year

Signature
Name:
Address:

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

Tel : 0866 - 2479775
Fax : 0866 - 2493347

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 CERTIFIED INSTITUTION
Affiliated to Krishna University, Machilipatnam
Approved by AICTE, PCI, New Delhi and Govt. of Andhra Pradesh
E-mail : kvsrsiddharthapharma@gmail.com
web: www.kvsrsiddharthapharma.edu.in

O.C. No.:

Date :

POLICY OF SEXUAL HARASSMENT MONITORING COMMITTEE

The present ordinance is based on the policy against Sexual Harassment and seeks to maintain and create an academic work environment free of sexual harassment for students, academic and non-teaching staff.

The purpose of this policy is to articulate the institutions commitment to the elimination of sexual harassment.

KVSR SCOPS regards sexual harassment as a serious breach. The institution supports the rights of individuals to be free from sexual harassment while engaged in activities undertaken at the college.

As an educational institution and an employer, Siddhartha academy of general and technical education will take all the reasonable steps to eliminate sexual harassment of or by staff, students, or other members of the institution.

Objectives

- To create a working and learning environment that is free from sexual harassment and where all members of the institutional community are treated with courtesy, dignity and respect.
- Implement strategies to ensure that all members of the institution know their rights and responsibilities in this area.
- Encourage the reporting of prohibited behavior.
- Treat all complaints in a serious, sensitive, fair, and timely manner
- Guarantee against victimization or reprisals

Disciplinary action for employees:

- Warning
- Written apology
- Denial of re-employement
- Stopping increments/promotions
- Suspension
- Dismissal

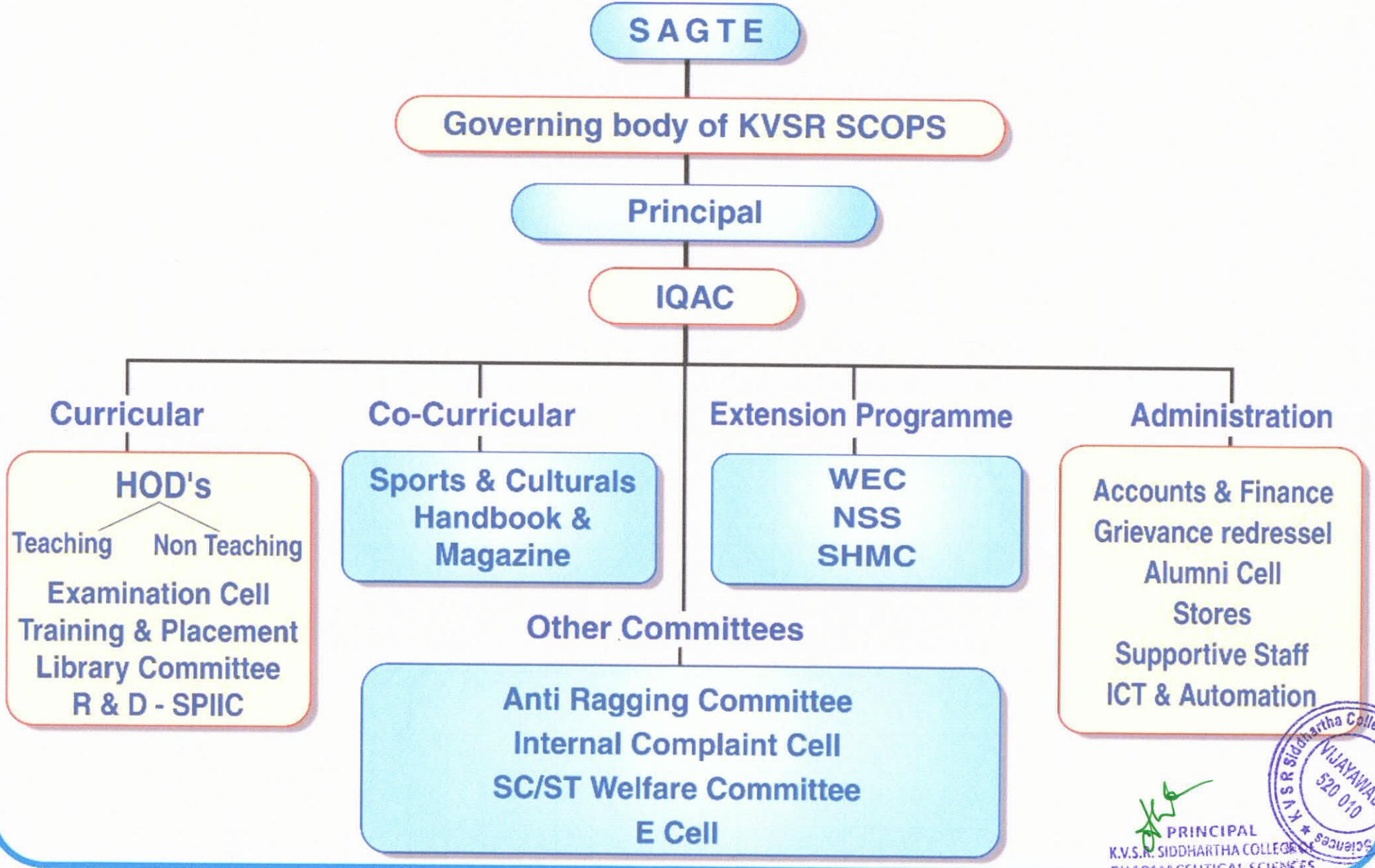
Disciplinary action for Students:

- Warning
- Written apology
- Debarring entry in to campus
- Denial in admission
- Expulsion
- Debarring from exams

Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

ORGANOGRAM



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

K.V.S.R. Siddhartha College of Pharmaceutical Sciences * VIJAYAWADA 520 010

Tel: 0866-2479775

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, ISO 14001:2015 & ISO 50001:2011 CERTIFIED INSTITUTION

Affiliated to Krishna University, Machilipatnam

Approved by AICTE, PCI, New Delhi and Govt. of Andhra Pradesh

E-mail :kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

1. NAME : SERVICE RULES

These rules shall be called KOMMAREDDY VENKATASADASIVARAO SIDDHARTHA COLLEGE OF PHARMACEUTICAL SCIENCES, Vijayawada, service and conduct rules, 1994 (Governing the conditions of service of Teaching and Non-Teaching Staff) and reconstituted in April, 2022.

2. APPLICATION

These rules shall apply to all the teaching and non-teaching employees of Kommareddy Venkata Sadasiva Rao Siddhartha College of pharmaceutical Sciences, Vijayawada unless otherwise mentioned in the appointment order.

3. EFFECTIVE DATE

These rules shall come into effect from 1st August, 1994.

4. GOALS

The institution with active co-operation and participation of both teaching and non-teaching staff, shall strive for the following:

1. To provide technical education and facilitate students to perform well in the examinations.
2. To build good character traits in students like punctuality, discipline, honesty and integrity.
3. To help students improve and excel in communication skills
4. To help students develop rational thinking and develop cosmopolitan outlook.
5. To expose students for better study environment (theory, practical and workshops), industrial interaction, R& D activities, co-curricular and extra-curricular activities and help them excel in every facet of life.
6. To encourage the staff to get higher qualifications and research.
7. To help the faculty members excel in teaching skills
8. To create cordial relationship between teachers and students
9. To develop consultancy in all academic disciplines.

PRINCIPAL
K.V.S.R. SIDDHARTHA COLLEGE OF
PHARMACEUTICAL SCIENCES
VIJAYAWADA - 10. A.P.

10. To keep staff abreast of latest happenings in the field/industry.

5. GENERAL ADMINISTRATION

The College works from Monday to Saturday. The Class timings are from 9.30 A.M.to 12.50 PM and 2.00 P.M. to 5.00 P.M during Monday to Friday and from 8.30 AM to 1.15 PM on Saturday. The teaching staff are required to be present at their respective work places 10 minutes before the scheduled commencements of Class work in the mornings and 10 minutes inthe afternoons. The Non-teaching staff who are attached to Departments/ Laboratories/ Workshops or such other places pertaining to class work are required to be present 30 minutes before the scheduled commencement of classes in the mornings and 10 minutes in the afternoons. Everyday the non-teaching staff are required to keep their work places very clean and all the machines/ equipment /tools for practical in clean and good working condition. The usual timings of the College will be notified by the Principal from time to time.

No staff member (teaching and non-teaching) shall leave the work place earlier than the prescribed working hours. If, for any reason, one has to leave the work place, prior written permission on the prescribed format should be obtained from the Head of the Department and handover in the Principal's Office.

The holidays for important festivals / national holidays will be notified in advance by theSecretary.

Attendance registers are maintained either in Principal's office and all teaching and non-teaching staff shall sign the register before their reporting time on all working days. Non signing of attendance shall be treated as absence.

Late attendance with permission:

Normally permission for coming late is granted only for 30 minutes. However, permission should not be granted as a matter of course. The request for permission in writing on the prescribed format shall be submitted to Principal through HOD on the previous day and shall be availed only after getting approval.

Late attendance without permission:

Reporting to duty 30 minutes later than the scheduled time will be treated as leave for half-a-day.

Late attendance shall be regulated as follows:

a) 4 days late attendance with - one day leave permission per month

b) 3 days late attendance without one day leave permission per month

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

If any staff member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.

On duty and other duty

Any Staff member will be permitted to go on 'Other duty' (Work not directly related to the functioning of the college) or "on duty" (Work directly related to the college functioning) by the Principal in writing on the prescribed format. However, such sanction is at the discretion of the Principal. No staff member shall claim the same as a matter of routine for any purpose. Attending practical or other examinations or invigilation or Meeting of Boards of studies / Academic Senate / University work and such other works as to be notified from time to time will be treated as "on duty".

Each teaching staff member will be permitted on leave for a period of 15 casual leaves and 03 earning leaves in any academic year by the Principal. Any request for leave beyond 15 days shall be made to the Secretary in writing in advance. No staff member should proceed on leave unless permission is granted.

6. APPOINTMENTS

Selection Procedure & Rules

a) The qualifications required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by the Government of Andhra Pradesh/University/AICTE/PCI.

b) All teaching staff posts from Assistant Professor and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection committee duly constituted as per the norms of the Affiliating University.

c) All other teaching staff posts (such as Teaching Assistants) and non- teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection Committee duly constituted by the Governing Body from time to time.

d) The Selection Committees interview the candidates invited for interview and make its recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit. The Selection Committee may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.

Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

e) No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of absence of any member of the Selection Committee.

f) The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned.

g) The Governing Body may in special circumstances appoint persons (Eg. retired persons) on contract basis year after year up to the age of 65 years.

h) Any other instruction given, or rule prescribed, from time to time, by Government of Andhra Pradesh/Affiliating University/AICTE/PCI regarding selection procedure will automatically form part of the rules/procedure of selection.

Probation & Seniority:

a) The Secretary shall be the authority for issuing all appointment orders.

b) All initial appointments to teaching and non-teaching posts shall, ordinarily, be made on probation for a period of two years. All appointments of Non-Teaching Staff, by promotion, shall be made on probation for a period of one year

c) The Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, probation is completed.

d) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he, satisfactorily, completed probation.

e) The rules governing probation will not apply to appointments made on Adhoc /Contract/Contingent basis.

f) The seniority of an employee in a post shall be determined by the date of commencement of probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the selection committee, if any, which has included them in the panel. However, seniority alone is not the sole criterion for promotion or for conferring any other benefit.

Pay & Allowances & Increments:

a) Scales of Pay, as applicable from time to time, shall be adopted to posts classified as teaching staff, but subject to approval of the Governing Body.

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

b) The scales of pay as approved by the Governing Body shall be adopted for all posts not falling under the category of teaching staff.

c) Dearness and House Rent Allowances as per A.P. State Government rates shall be adopted, but subject to approval of Governing Body.

d) Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case appointment by promotion from a lower post, his pay in lower post at the time of promotion shall be protected in time scale of pay of the higher post.

e) All services in a post on time scale of pay shall count for eligibility for increment.

f) Leave granted shall be counted as service for the purpose of eligibility for increment. But, leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.

g) The Governing Body shall have the authority to withhold an increment for a certain period as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days.

h) The Secretary shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files do not contain adverse remarks, since the date of sanction of last increment. In all other cases, the Governing Body shall be the competent authority to sanction normal increments.

Advance Increments:

i) The Governing Body shall be the authority competent to sanction advance increments, in respect of new appointees taking into consideration the pay structure in the previous employment and additional qualification or experience. Advance increments the existing employees may be sanctioned as an incentive in deserving cases.

j) Teaching staff possessing Ph.D. degree are eligible for two increments at the time of joining the College, provided these qualifications do not form part of essential qualifications. The in-service teachers also are eligible for the above increments from the date of production of the relevant Original Certificate. They are eligible for this incentive only once during their service.

K.V.S.R. Siddhartha College of Pharmaceutical VIJAYAWADA 520 010

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

Resignation Termination & Relief:

a) The services of teaching staff who have completed their period of probation are liable to be terminated by the Employer by giving three months notice or three months salary in lieu of such notice.

b) The services of teaching staff on temporary/adhoc appointment are liable to be terminated by the Employer by giving one month notice or one month salary in lieu of such notice.

c) The services of all non-teaching staff are liable to be terminated by the Employer by giving one month notice or one month salary in lieu of such notice.

d) Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either three months notice or by paying three months salary in lieu of such notice to the Employer. If their resignation is for the purpose of higher studies the notice period is reduced to 45 days instead of three months.

e) Teaching staff who are on temporary/adhoc appointment can resign from service by giving either one month notice or by paying one month salary in lieu of such notice to the employer.

f) All non-teaching staff can resign from service by giving one month notice or by paying one month salary in lieu of such notice to the employer.

g) In the case of teaching staff who have completed probation and are seeking employment elsewhere two applications per year will be forwarded subject to the condition that they will be relieved at the end of the academic year only. In addition, all applications for admission to higher studies and for All India Service Examinations (such as IAS, IRS, IES etc.) will also be forwarded. However, the Management has the discretion to relax the rule in appropriate case basing on the merits and demerits of the case.

h) In the case of teaching staff who are on probation no application seeking employment elsewhere will be forwarded. However, all applications for admissions to higher studiesand All India Service Examinations (such as IAS, IES, IRS etc.) will be forwarded.

i) In the case of teaching staff who are appointed on temporary/ adhoc basis and are seeking employment elsewhere four applications per year will be forwarded. In addition, all applications for admission to higher studies and All India Services Examinations (such as IAS, IBS, IRS etc.) will be forwarded.

j) In the case of non-teaching staff no application seeking employment elsewhere will be forwarded during probation period. After completion of probation two applications per year will be forwarded.

k) In the case of non-teaching staff (whether they are on probation or confirmed) all applications for admission to higher studies will be forwarded.

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

l) If the employee resigns after giving due notice and works for part of the notice period and then wishes to be relieved immediately he/she can do so by paying salary for the remaining notice period.

m) If the employer issues termination notice to any employee and wishes to terminate the employee within the notice period, the employer can do so by paying for the remaining part of the notice period.

n) In all the above sub clauses of this article, notice period does not include vacation or earned leave or leave on loss of pay granted to the employee.

7. CONDUCT RULES

a) Every employee shall be governed by these rules and is liable for consequencesin the event of any breach of rules by him/her.

b) Every employee, at all times, shall maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteousand polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit utmost loyalty and shall, always act in the interests of the College.

c) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from dutywithout prior permission. Even during leave or vacation, no employee shall leave head- quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal in writing through the respective HOD or the Principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head- quarters.

d) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organisation which takes part in political activity, nor shall subscribe in the aid or assist in any manner any political movement or activity.

e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the College.

f) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

g) An employee against whom an Insolvency Proceedings commenced in theCourt of Law shall forthwith report full facts thereof to the College.

Siddhartha College of Pharmaceutical Sciences VSAV VIJAYAWADA 520 010

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

h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the College regarding the details thereof.

i) No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the College which hasbeen the subject matter of criticism or attack of defamatory character.

j) Whenever an employee wishes to putforth any claim or seeks redressal of any grievancehe/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

k) An employee who commits any offence or dereliction of duty or does an act detrimental tothe interests of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Body and the decision of the Governing Body,thereon, is final and binding on the employee.

l) No employee shall engage in strike or incitements thereto or similar activities suchas absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

m) The staff members shall not involve themselves in activities not related to their work, during working hours. The habit of reading irrelevant magazines, papers, books etc, during working hours is to be avoided.

n) Staff members are strongly encouraged to take up consultancy projects but only with the permission of the Management.

o) The staff members are prohibited from accepting valuable gifts in any form from the students/parents/companies having business transactions with the College.

p) The staff members shall not interfere in any matter not connected to their job requirement.

q) The details of student feedback forms and performance appraisal reports given by thesuperiors shall be treated as confidential.

Besides the above, the provisions of the Andhra Pradesh Private Educational Institutions Employees (Conduct) Rules, 1985 (vide G.O. Ms. No.13 Education (Rules) dt. 08.01.1986 as amended from time to time shall also be applicable to all the staff members in the institution.

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

Disciplinary Action:

a) All employees are liable for disciplinary action for disobedience, misconductand dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.

I. Censure;

II. With holding increments/promotion;

III. Recovery from his salary whole or part of any pecuniary loss caused to the College due tonegligence of duty of breach of orders;

IV. Suspension;

V. Removal from service;

VI. Dismissal from service.

Explanations:

The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed otherwise than under the contract to hold a temporary appointment, doesnot amount to removal or dismissal within the meaning of this rules.

c) The penalty under (iv) may be imposed in addition to any other penalty which may beimposed in respect of negligence or breach of orders.

d) Before any of the penalties specified in Rule 11 (b) above is imposed against an employee of the College, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating tothe employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required within a reasonable time to put in a statement in writing of his/her defence and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs an oral enquiry shall be held. If no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient recordof the evidence and a statement of the findings and the grounds thereof;

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

e) The requirement of sub-rule 11 (f) shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him;

f) All or any of the provisions of sub-rule 11 (f) may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.

g) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.

In addition to the above, the provisions of A.P. Education Act, 1982 (as amended from time to time) shall also be applicable wherever necessary (Sec 79, 60, 61, 82 and 83 of A.P. Education Act, 1982) dealing with disciplinary action.

8. GENERAL :

a) In respect of matters not specifically provided in these rules, the Governing Body of the College shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect asthese rules.

b) Points requiring clarification and interpretation shall be referred to theGoverning Body, whose clarification/ interpretation shall be final.

c) Any other rule prescribed by the Government / Instruction / University / AICTE / PCI given for adoption by Private Pharmacy Colleges shall, automatically, form part of the rules, even if the provisions in such rule / instruction contrivances with these rules.

d) Unless other-wise stated, specifically, in the terms of, appointment every employee is awhole-time employee of the college and may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary, beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.

e) Every employee shall perform the duties assigned to him to the best of this abilities, and shall always act in the interest of the institution.

f) All employees of the College are subject to the provisions of Employees Provident Fund Act.

g) The age of superannuation of all members categorized as Teaching Staff shall be 60years and in case of other staff it shall be 58 years.

h) A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the Principal and Secretary.

i) The power to add, delete or amend these rules shall test with the GoverningBody of the College.

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

T.A & D.A RULES

Employees of the institution, whenever they are deputed to any outstation on official assignments, shall be entitled to traveling allowance, daily allowance and other expenditurethey incur which shall be regulated as under :

1 . Grades:

The original provision stands deleted. In its place the following paragraph is inserted.

Grade	Basic Pay
Grade – I	Re. 5040-8700 and above
Grade – II	Re. 2600-5580 to RS. 4770-8700
Grade – Ill	Rest of the employees

NOTE:

a) Such of the staff drawing U.G.C pay scales of 1986 of Rs. 3700-5700 and above shall beunder Grade - I.

b) Other staff (U.G.C Pay Scales) shall come under Grade-II.

2. Rail Travel:

All officers of Grade - I are permitted to travel by 1st class/ A.C - II tier/A.C. Chair Car.

All officers of Grade - II are permitted to travel by I class/A. C - 3 Tier/A. C. Chair car.

Other staff of Grade-Ill are eligible to travel by sleeper class wherever available and wherenight Journey is involved.

Journey incidentals on food and local conveyance in Vijayawada and place of visit will be paidon "Actuals" basis.

3. Travel by Public Transport System by Road or Private Transport system:

Actual Fare is reimbursable to all categories of staff for travel to any outside places on official work. Where Officers of Grade - I & II travel by taking full taxi actuals will be paidon production of bills. Where they use their own car or two wheeler they are entitled to claim mileage as under for travel to places beyond 100 Kms.

Motor Car : Rs. 5.00/- per k.mTwo Wheeler : Rs- 2.50/- per k.m

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

Journey incidentals on food and local conveyance in Vijayawada arid piece of visitwill be paid on "Actuals" basis.

4. Daily Allowances:

Daily allowances admissible to each Grade of Officers are as under:

	Metropolitan Cities Rs.	Major Cities Rs.	Other places Rs.
Grade- I	600/-	400/-	300/-
Grade - II	500/-	300/-	200/-
Grade - Ill	300/-	150/-	100/-

NOTE:

A) For officers of Grade I & II actuals (Bearding & Locking) will be admissible with priorsanction of the Management in exceptional classes.

B) Local Conveyance at the place of visit either by Public Transport system/Local Train/Auto will be reimbursed on "Actual" basis.

C) Metropolitan Cities: New Delhi, Mumbai, Calcutta and Chennai.

D) The period of absence from head quarters for being eligible to draw

DailyAllowance shall be as indicated below:

A day should be reckoned as to cover 24 hours of absence from the headquarters commencing from the minute the officer leaves the headquarters. The rates of Daily Allowance shall be as follows:

a) Absence of 12 hours and more - 1 Daily allowance

b) Absence of 6 hours and more - 172 Daily allowance c) Absence of less than sixhours - No Daily allowance

E) Traveling Allowance and Daily Allowances will not be paid if the same is reimbursed to the staff by any other source for attending Seminars/ work Shops/ Conferences/ presentation of papers or any other work. If a part of Lodging and Boarding expenses is reimbursed to the staff, then the Daily Allowance will be paid at 50% of the above rates.

5. Local visits include surrounding places of Vijayawada within a radius of 50 k.m.

For all official visits to any place either within the city or outside the city within a radiusof 50 k.m., all the staff would be reimbursed the actual cost of travel either by Public Transport/Train/Auto on actuals basis. If the staff use their own vehicle, the cost would be

reimbursed at the rate of Rs. 3.50/- per k.m for the motor car (4-wheeler) and Rs. 1/- per k.m. for Two wheeler. If the journey is by own car, prior sanction of the Secretary has to be obtained.

LEAVE RULES

I. Casual Leave: All categories of employees will be entitled for 15 days casual leave per annum starting from 1st January. If any employee joins later, he will be given casual leave pro-rata. Administrative staffs shall be entitled to compensatory leave whenever they work on a holiday. But these compensatory holidays have to be utilised during the calendar year only.

2. Earned Leave: All the permanent teaching and non - teaching staff of the institution are eligible for 03 days of earned leave for each completed year of service. Whenever any of them is prevented to attend official duties during the vacations, they will be entitled to

committee and appointed and who have successfully completed the period of probation as prescribed will be treated as permanent staff. They will be entitled for the creditof earned leave from the date of success full completion of probation period.

Non-vacation of the college shall be credited with 15 days earned leave on

1st January of every year and with 15 days earned leave on 1st July every year. However, if they resign/retire in the course of the six months period, their earned leave shall be debited with 21/2 days for each unserved month and proportionately for a part of the month. For such of the employees who join in the course of the six month period, they will be credited within 2 1/2 days for each remaining month end proportionately for a part of the month. Employees of all categories can accumulate earned leave upto a maximum of 180 days only.

3. Half Pay Leave: Every staff member is entitled to 20 days half pay leave on medical grounds with facility to commute upto 10 days with full pay. However, those who have less than one year of service and those who are appointed on temporary/part-time/ad-hoc basisfor one academic year are not entitled to this leave.

It is clarified that this kind of leave has to be claimed if any employee falls sick. His/Her application has to be submitted along with certificate issued by any Medical Practitioner. It is further clarified that staff would be entitled for half-pay leave with effect from the completion of one year of service in the case of temporary/part-time/adhoc staffwho are not entitled to this leave.

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

4. Extra-Ordinary Leave: "Extra-Ordinary Leave" may be granted for a maximum period of two years to employees on private affairs or on academic affairs such as higher studies etc., at the sole direction of the management. Such leave will be without pay and allowances. Any leave application for higher studies will be considered after submission of a bond statingthat he/she works for a minimum period of three years in the college after acquiring the higherqualifications, failing which, damages to the institute equal to three months salary have to be paid.

5. Special Casual Leave: If any Teaching staff member attends any seminar/work- shop/ refresher course/conference or other academic work as a sponsored candidate of the institution, such period will be treated as special casual leave subject to a maximum of 10 days ina year.

6. Maternity Leave: All confirmed lady staff members (Teaching/non-teaching) are entitled to Maternity leave to the extent of two months (60) days with pay and allowance- Any leave on these grounds beyond two months will be without pay and allowances. Such Maternity leave falling during vacation/Mid-term break the leave under this provision will be for the period of two months less the number of days of vacation/break in which maternity occurred.

7. Account of earned leave & Half-pay leave: Earned leave and half-pay leave account shall be maintained Prefixing and suffixing of all holidays and vacation may be permitted to all types of leave other than casual leave. However, while availing the vacation the staff member shall have to be present either on the last working day of the academic year of each academic year or on the reopening day.

8. Vacation: All teaching staff members are entitled to "summer vacation" for a minimum period of 15 days and a maximum of 30 days. However vacation does not mean that he/she is automatically on holiday or ceases to work for the institution. No staff member is permitted to leave head quarters during vacation without prior written permission from the Principal after applying for such permission in writing stating proper reason and givingcontact address. In respect of Non-Teaching staff (Technical & Administrative) the entitlement of summer vacation will be through specific written orders to be issuedby the Management/Principal each year to a group of staff or individual cases granting vacation duly specifying the period of vacation depending upon the work in the institution. The Management/Principal shall have right to cancel the vacation already granted for any emergency or urgent need in the college.

9. No kind of leave shall be claimed as a right. The Principal/Management has the discretion to refuse/revoke leave if the business of the college requires. The employee shall take prior sanction for availing any leave. Only in exceptional cases such as sudden illness or urgency of circumstances that the leave may be availed without prior sanction for a maximum of three days. Leave application should reach the sanctioning authority with justifiable reasons before the expiry of the third day from the starting of the day on which he/she is absent. Failing which the absence will be treated as without leave and without pay.

10. The Management shall have every discretion to sanction any kind of leave with or withoutpay on application to any of the staff recruited on permanent basis.

11. While Principal is authorised to sanction Casual Leave and Earned Leave, the other kinds of leave shall be sanctioned by the Secretary. No employee shall proceed on leave without its prior sanction.

K.V.S.R. Siddhartha College of Pharmaceutical Sciences
VIJAYAWADA
520 010

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

866 2479775
866 2493347

KommareddyVenkataSadasiva 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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

1.	ANTI-RAGGING COMMITTEE
2.	ANTI-RAGGING SQUAD
3.	INTERNAL COMPLAINT COMMITTEE
4.	GPAT COMMITTEE
5.	SC/ST WELFARE COMMITTEE
6.	INSTITUTION-INDUSTRY CELL
7.	GRIEVANCE REDRESSAL COMMITTEE
8.	INTELLECTUAL PROPERTY RIGHTS CELL
9.	EXAMINATION COMMITTEE
10.	DISCIPLINARY COMMITTEE
11.	SEXUAL HARASSMENT MONITORING COMMITTEE
12.	ICT &AUTOMATION AND WEBSITE COMMITTEE
13.	STUDENT WELFARE AMENITIES COMMITTEE
14.	WOMEN EMPOWERMENT CELL
15.	HANDBOOK AND MAGAZINE COMMITTEE
16.	TRAINING &PLACEMENT COMMITTEE
17.	SPORTS &CULTURAL COMMITTEE
18.	NSS PROGRAMMME COMMITTEE
19.	INDUSTRIAL RESEARCH AND CONSULTATION COMMITTEE
20.	ALUMNI COMMITTEE
21.	PUBLIC RELATION, PRESS& MEDIA COMMITTEE
22.	LIBRARY COMMITTEE
23.	E-CELL
24.	ATTENDANCE COMMITTEE
25.	TIME-TABLE COMMITTEE
26.	INTERNAL QUALITY ASSURANCE CELL

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

Siddhartha College of Pharmaceutical Sciences
VIJAYAWADA
520 010

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/27/2022

Date: 26.02.2022

OFFICE ORDER

Implementation of examination reforms

Sub:- Constitution of Examinations Committee (Internal & External) –Reg.

In tune with the norms and guidelines framed by the academic regulators of the country for being more transparent, responsive and for systematic governance of higher educational institutions. We constituted examinations committee comprising the faculty of the college to improve effective internal administration.

S.No.	Name	Designation	Committee
1.	Dr.A.Suneetha	Principal & Professor	Chair person
2.	Dr. N. Kanakadurga Devi	Associate Professor	Member
3.	Dr. M. VijayaLakshmi	Associate Professor	Member
4.	Dr. K.Saritha	Assistant Professor	Member
5.	Smt. BV Sindhoora	Lecturer	Member

Functions:

1. The committee will function independently in the conduct of internal and external examinations as per the rules and regulations in force
2. The committee will frame internal rules and procedures for effective functioning and transparent administration of examination work while maintaining confidentially where ever required
3. The schedules for internal examinations, the recording of marks, intimation to students / parents and other bodies and all related works will be done by the committee and communicated by the chief superintendent. The examination regulations shall be intimated to the students at the beginning of each academic year.
4. Before finalising the schedules and other activities, the committee will interact with the incharges of UG /PG and Pharm.D programmes and then notified internal exams schedules or other works/activities.
5. The minutes of all meetings of the committee will be recorded and maintained by the chair person
6. The committee will meet as often as required
7. The committee will be provided with adequate support , staff and infra structure required for effective functioning
8. The committee will start functioning immediately form the date of receipt of proceedings and will take over all the responsibilities to conduct internal and external examinations.

26/2/22

PRINCIPAL

Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/270/22 Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of Disciplinary Committee- -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada.

To maintain a peaceful academic atmosphere in the institution discipline among students is very important .KVSRSCOPS thus constituted the following committee:

Disciplinary Committee

S.No.	Name	Designation	Committee	Phone No.
1.	Dr. T .P.Rao	Associate Professor	**Chairperson**	9441902645
2.	Dr. V. Karunasree	Associate Professor	**Member**	9866901088
3.	Smt.B.V.Sindhoora	Assistant Professor	**Member**	9716463702
4.	Ms.D. Gowri Priya	Student	**Member**	8185929971
5.	Ms.K. Heemanvi	Student	**Member**	9949119757
6.	Mr.K.Akarsh Chowdary	Student	**Member**	9121891863

Functions:

i) This Committee will be incharge of formulating and clearly displaying rules and regulations guiding proper discipline and behavior to be followed by the students in the college.
ii) The Committee is responsible to take proper disciplinary measures when a student does any misconduct.
iii) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required. The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.
iv) The Committee will meet as often as required.

8/6/22

PRINCIPAL

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/271/22

Date:08-06-2022

OFFICE ORDER

Sub:-Constitution of Sexual Harassment Monitoring Committee- -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada.

Sexual Harassment Monitoring Committee

S.No.	Name	Designation	Committee	Phone No.
1.	Dr. T Sarala Devi	Assistant Professor	**Chairperson**	9849483034
2.	Ms.S.L.S.Mounica Pratyusha	Assistant Professor	**Member**	9100746956
3.	Ms T N Prajwala	Assistant Professor	**Member**	8106366161
4.	Ms..K. Bhuvaneshwari	Student	**Member**	9490345761
5.	Ms. Ch. Jahnavi	Student	**Member**	9390875514
6.	Ms.S. Dattakshaya	Student	**Member**	7569812848

Functions:

i) The committee will be responsible to create awareness among students and staff about the problems that women face from all walks of life.
ii) The committee will work to promote a gender equality atmosphere in which men and women may work together with a sense of personal security and dignity.
iii) The committee will be responsible to organize seminars, workshops, awareness programmes that provides knowledge related to women's rights and laws.
iv) The committee will be responsible to promote a healthy study and work culture in the college such that female students and employees retain their self-esteem and confidence.

KVSR Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/272/22

Date:08-06-2022

OFFICE ORDER

Sub:-Constitution ofICT &Automation and Website Committee- -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

ICT &Automation and Website Committee

S.No.	Name	Committee	Designation	Phone No.
1.	Dr. V Karunasree	Associate Professor	**Chairperson**	9866901088
2.	Dr. K Ravishankar	Assistant Professor	**Member**	9492535524
3.	Dr. Reehana.Sk	Assistant Professor	**Member**	9985969634
4.	Smt K Sudeepti	Assistant Professor	**Member**	9492246802
5.	Mr.Sk. Jaffar Sadiq	Student	**Member**	9182030457
6.	Mr.P. Jeevan Shankar	Student	**Member**	7671929828

Functions:

i) The committee will be responsible to determine the initiatives to be done in the website and offer them to upper management for assessment and modification.
ii) The committee will be responsible to prepare a list as per priorities and enhance the functionality of the website.
iii) The committee will be responsible to evaluate what need to be rewritten and improve the website's appearance and content.
iv) The committee will be responsible to coordinate with other committees for the sharing of pertinent information in the website.

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/273/22

Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of Student Welfare Amenities Committee- -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Student Welfare Amenities Committee

S.No.	Name	Designation	Committee	Phone No.
1.	Dr .T. Devadoss	Associate Professor	**Chairperson**	9492988619
2.	Ms.M.Mahima Swaroopa	Assistant Professor	**Member**	7416211109
3.	Ms. Jareena. Sk	Assistant Professor	**Member**	9182798693
4.	Ms . K.Uma	Student	**Member**	77 02904461
5.	Mr.T.Satish	Student	**Member**	9618481115
6.	Mr. K..Janaki Ram	Student	**Member**	9885098889

Functions:

i. The Committee will be responsible to provide a range of services such as scholarships for the welfare of the students.
ii. The Committee serves to coordinate parents, students and the management.
iii. The Committee will be responsible to provide a range of services to the students.
iv. The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required
v. The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.
vi. The Committee will meet as often as required

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/274/22

Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of Women Empowerment Cell- -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Women Empowerment Cell

S.No	Name of the Member	Designation	Committee	Phone No.
1.	Dr. A. Suneetha	Principal	**Chairperson**	9949185566
2.	Dr. M Vijayalakshmi	Associate Professor	**Member**	8501011122
3.	Smt. A Lakshmi Pavani	Assistant Professor	**Member**	9100199577
4.	Ms. T S Mrinalini	Assistant Professor	**Member**	8977216085
5.	Smt. O Iswarya	Assistant Professor	**Member**	7989552803
6.	Ms.M.Mahimaswaroopa	Assistant Professor	**Member**	7416211109
7.	Ms. K. Lohitha	Student	**Member**	6302556992
8.	Ms. Shaik Amreen Begum	Student	**Member**	7995524002

Functions:

i) The cell will be responsible to organize several awareness camps on topics such as health, legal, entrepreneurial, and defensive skills in order to provide the girls with the necessary information for a life of equality, empowerment, personal enhancement and professional success.
ii) The cell will be responsible to enable people to speak out against gender discrimination, injustice, and violence.
iii) The cell will be responsible to raise social consciousness through street performances, marathons, and other events.
iv) The cell will be responsible to give girls and women a place to express their stories and views as well as to suggest strategies to better and empower themselves.
v) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required
vi) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.
vii) The Committee will meet as often as required.

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/275/22

Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of Handbook and Magazine Committee -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Handbook and Magazine Committee

S.No.	Name	Designation	Committee	Phone No.
1.	Dr. N.Kanakadurga Devi	Associate Professor	**Chairperson**	9392418336
2.	Dr.D.Jyotirmayee	Associate Professor	**Member**	9866175359
3.	Dr. T. Sarala Devi	Assistant Professor	**Member**	9849483034
4.	Smt.K. Harshavardhini	Assistant Professor	**Member**	8749022155
5.	Ms. Ch. Jahnavi	Student	**Member**	9390875514
6.	Ms.T. Yamini Durga	Student	**Member**	9290002848

Functions:

i) The committee will be providing editorial assistance to the magazine and to determine the finest submission for publishing.
ii) Contributions in the form of literature and other forms of creativity are encouraged.
iii) Ensuring that the magazines are published on a regular basis by providing students with basic editorial training.
iv) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required.

PRINCIPAL

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/276/22

Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution ofTraining & Placement Committee -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Training &Placement Committee

S.No.	Name	Designation	Committee	Phone No.
1.	Dr. K. Naveeen Babu	Professor	**Chairperson**	9666212999
2.	Dr. T. P. Rao	Associate Professor	**Member**	9441902645
3.	Dr. T. Devadoss	Associate Professor	**Member**	9492988619
4.	Dr. Arifa Begum	Assistant Professor	**Member**	7013053774
5.	Mr. B. Sutej	Student	**Member**	9666089796
6.	Mr. Moukthik	Student	**Member**	9553834191

Functions:

i) The committee will be responsible to expertise students in their employment skills by providing them training with a diversified range of activities such as professional, personal, behavioral, technical and communication skills in order to satisfy the needs of companies.
ii) Organize workshops to expose students to the various workspaces such as industries, MNC's, hospitals etc.
iii) Conduct seminars, guest lectures, and industrial training by professionals from the business world to share their experiences and knowledge.
iv) Creating, developing, and maintaining the essential student database as mandated by numerous businesses.
v) Maintaining and businesses and giving presentations about our college accomplishments, college facilities, student performance levels, and hospitable firms to hold interviews on campus.
vi) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required.
vii) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.
viii) The Committee will meet as often as required

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/277/22

Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of Sports & Cultural Committee - Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

KVSRSCOPS is actively involved in encouraging students to participate in various sports and cultural activities that help to improve their physical, social and cognitive skills. The following proposed committee is involved in motivating students to participate in various events organised in the college and other colleges.

Sports &Cultural Committee

S.No	Name	Committee	Designation	Phone No.
1.	Sri. L. Vinay Sekhar	Physical Trainer	**Sports Coordinator**	9966344779
2.	Dr. K.N.V.Chenchu Lakshmi	Assistant Professor	**Chairperson**	7386597870
3.	Ms T.S. Mrinalini	Assistant Professor	**Member**	8977216085
4.	Dr. Reehana.Sk	Assistant Professor	**Member**	9985969634
5.	Ms T. N. Prajwala	Assistant Professor	**Member**	8106366161
6.	Ms. K. Jayasree	Student	**Member**	7680988266
7.	Ms. S.Dattakshaya	Student	**Member**	7569812848

Functions:

i) The committee shall encourage students to take part in youth Fests and inter college competitions.
ii) The committee will be responsible for short listing events, enlisting volunteers, and delegating responsibilities to students in order to ensure that events run smoothly.
iii) The committee will be responsible for assisting students in enrolling in various cultural activities and coordinating with the cultural coordinator.
iv) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required.
v) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson. The Committee will meet as often as required.

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/278/22 Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of NSS Programme Committee -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

To inculcate social responsibility among students KVSRSCOPS is involved in organizing and participating in various events to serve the society. The following committee is proposed to carry out such activities.

NSS Programmme Committee

S.No.	Name	Committee	Designation	Phone No.
1.	Sri. L. Vinay Sekhar	Physical Trainer	**Chairperson**	9966344779
2.	Mr. J.Susanth	Assistant Professor	**Member**	9032363723
3.	Ms.Jareena.sk	Assistant Professor	**Member**	9182798693
4.	Smt. A.Lakshmi Pavani	Assistant Professor	**Member**	9100199577
5.	Mr.K.V.Nagaraja	Student	**Member**	8074070281
6.	Mr.T.S.Praneeth	Student	**Member**	7207308320

Functions:

i) The committee will be responsible to encourage students to participate in various events/ programmes organized by the institution to serve the society without bias.
ii) The committee will be responsible to enroll students as NSS volunteers so as to help the needy promote their standard of living.
iii) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required.
iv) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.
v) The Committee will meet as often as required.

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

Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/279/22

Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of Industrial Research and Consultation Committee -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Industrial Research and Consultation Committee

S.No.	Name	Designation	Committee	Phone No.
1.	Dr. D.S.N.B.K.Prasanth	Associate Professor	**Chairperson**	7382027437
2.	Dr. M Vijayalakshmi	Associate Professor	**Member**	8501011122
3.	Dr. Arifa Begum	Assistant Professor	**Member**	9441822796
4.	Dr. B. Anupama	Associate Professor	**Member**	9441813652
5.	Sri. A.V.S. Ravi Sainadh	Assistant Professor	**Member**	9618352952
6.	Dr. G. Vijaya Kumar	Professor	**Member**	9989921747

Functions:

i) The committee will be responsible for encouraging and motivating staff and students to participate in various research activities inside and outside college.
ii) The committee will be concerned in providing necessary advices to staff and students for applying patents, various projects such as DST, AICTE etc., publishing their research and review works in peer review journals.
iii) The committee will also be responsible for various consultation activities regarding R&D.
iv) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required.
v) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.
vi) The Committee will meet as often as required.

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com
Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/280/22

Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of Alumni Committee -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Alumni Committee

S.No.	Name	Designation	Committee	Phone No.
1.	Dr.D. Jyothirmayee	Associate Professor	**President**	9866175359
2.	Mr.K.Vijaya Kishore	Assistant Professor	**Vice President**	9948442452
3.	Dr. B. Anupama	Associate Professor	**Secretary**	9441813652
4.	Dr. Ch. Nagabhushanam	Assistant Professor	**Joint Secretary**	9951067030
5.	Dr. K. Ravishankar	Assistant Professor	**Treasurer**	9492535524
6.	Smt.R.Anusha	Assistant Professor	**Joint Secretary**	7288967999
7.	Ms. S.L.S.Mounica Pratyusha	Assistant Professor	**Vice President**	9100746956
8.	Ms.K.Harshini	Student	**Member**	9398377686
9.	Ms.G.Lakshmi Manasa	Student	**Member**	7075539320
10.	Ms. A.Naga Lakshmi	Student	**Member**	9100844530

Functions:

i) The committee will be responsible to create and maintain an alumni association framework - a board, chapters, and batch representatives - that will aid in the institution's seamless governance.
ii) To encourage alumni to participate in the Institute's administration and to stay in contact.
iii) The committee will be responsible to improve the Institute's relationships with alumni and encourage them to participate in various cultural and social events.
iv) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required.
v) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.
vi) The Committee will meet as often as required.

Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010 KVSRSCOPS

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

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

866 2479775
866 2493347

KommareddyVenkataSadasiva 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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/281/22 Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of Public Relation, Press & Media Committee-Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada.

KVSRSCOPS is involved in organizing various events and programmes in the institution. To spread institute information through different media resources such as newspaper, TV channels and social media the following committee is proposed.

Public Relation, Press& Media Committee

S.No.	Name	Designation	Committee	Phone No.
1.	Dr. Ch. Nagabhushanam	Assistant Professor	**Chairperson**	9951067030
2.	Dr. K.N.V.Chenchu Lakshmi	Assistant Professor	Member	7386597870
3.	Ms T N Prajwala	Assistant Professor	**Member**	8106366161
4.	Mrs.V.Indumathi	Lab Assistant	**Member**	8519930230
5.	Mrs.S.Srilakshmi	Data Entry Opertor	**Member**	9247898900
6.	Mr.K.Nidhin	Student	**Member**	6303932455

Functions:

i) The committee will be responsible to send advertisements and news regarding college functions and events, and get them published in Newspaper (Telugu and English) and Social Media.
ii) Invite reporters to the college to give coverage of the college's functions and events.
iii) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required.
iv) The committee is responsible for filing the coverage report from Newspapers

PRINCIPAL

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

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

866 2479775
866 2493347

KommareddyVenkataSadasiva 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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/282/22

Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of Library Committee-Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada.

For proper and effective functioning of the library the following committee is proposed with the following members.

Library Committee

S.No.	Name	Designation	Committee	Phone No.
1	Dr.A.Suneetha	Principal	Chairperson	9949185566
2	Dr.G.Vijay Kumar	Professor	Member	9989921747
3	Dr.Ramaniah Gangireddy	Associate Professor	Member	9848121188
4	Dr. V.Karunasree	Associate Professor	Member	9866901088
5	Dr. B. Anupama	Associate Professor	Member	9441813652
6	Mrs.K.Saileela	Assistant Librarian	Member	9491346697

Functions:

i) The committee will be responsible to adopt techniques to increase the utilization of resources of the library.
ii) The committee will be responsible to take measures for modernization of the library.
iii) The committee will be responsible for preparing budget proposals, maintain proper documentation and internal audit.
iv) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required.
v) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.
vi) The Committee will meet as often as required.

PRINCIPAL

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

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

866 2479775
866 2493347

KommareddyVenkataSadasiva 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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/283/22 Date: 08-06-2022

OFFICE ORDER

Sub:-Constitution of *E*- Cell -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada.

To inculcate entrepreneurship qualities by creating awareness on its importance among students to lead a quality life. The following committee is proposed with the following members.

E-Cell

S.No.	Name	Designation	Committee	Phone No.
1	Dr.K.Saritha	Assistant Professor	**Chair person**	9849918198
2	Mr.K.Anil Kumar	Assistant Professor	**Member**	9440419934
3	Ms.Mahima Swaroopa	Assistant Professor	**Member**	7416211109
4	Smt K Sudeepti	Assistant Professor	**Member**	9492246802
5	Mrs.O.Iswarya	Assistant Professor	**Member**	7989552803
6	Ms.T.Iswarya	Student	**Member**	9490953456

Functions:

i) The committee will be responsible to organize entrepreneurial awareness and development camps, as well as skill development programmes.
ii) Organize competitions for business plans.
iii) Arrange "face - to - face" activities between students and entrepreneurs.
iv) Initiate unique student initiatives for the creation of new products.
v) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required.
vi) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.
vii) The Committee will meet as often as required.

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

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

866 2479775
866 2493347

KommareddyVenkataSadasiva 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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

KVSRSCOPS/283/22 Date: 08-06-2022

OFFICE ORDER

Sub:- Constitution Attendance Committee-Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Attendance Committee

S.No.	Name	Committee	Designation	Phone No.
1.	Dr. A. Bharathi	Associate Professor	**Chairperson**	9393043134
2.	Dr. N.KanakaDurga Devi	Associate Professor	**Member**	9392418336
3.	Mrs. K. ViswaSrujani	Assistant Professor	**Member**	9491737193
4.	Smt. R. Anusha	Assistant Professor	**Member**	7288967999
5.	Smt. K.LakshmiSamrajyam	Assistant Professor	**Member**	9121205458
6.	Ms. S.L.S. MounicaPratyusha	Assistant Professor	**Member**	9100746956

Functions:

i) This Committee will be responsible for recording and other related works of the attendance of all the students of all the courses in the College on a daily basis in the theory and lab classes.
ii) The Committee shall compile the attendance regulations and intimate to the students of all courses in the College at the beginning of each academic year so that every student knows the attendance requirement at the beginning itself.
iii) Fulfillment of attendance requirements for theory/ lab classes is mandatory for all the students to appear for sessional and semester-end examinations. There shall be no relaxation except on genuine grounds on production of valid documentary support and prior sanction of such leave.
iv) This Committee will function professionally, record and notify the attendance periodically for prompt information of students and parents. The Committee will frame internal rules and procedures for its transparent and effective functioning.
v) The Committee shall insist on proper submission of leave letters from students before going on leave and shall not accept request letters or medical reports subsequent to the utilization of leave except in deserving or genuine cases.

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

866 2479775
866 2493347

KommareddyVenkataSadasiva 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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

vi) The Committee has to collect daily attendance particulars from individual lecturers in the evening and the same will be recorded next day. Once entered, no corrections shall be permitted except for valid reasons duly recorded in writing and approved.

vii) The attendance of all the students of all the courses both in theory and labs will be notified to all the students through the Chairperson of the Committee once in every 15 days in an appropriate manner.

viii) If any or a few students are regularly irregular or skip classes during the day, they will be called the next day, explanations shall be collected in writing and warned in writing duly obtaining acknowledgement.

ix) Such of the students who are falling short of attendance as prescribed by the affiliating University will be called in person, memos issued under acknowledgement with a copy to parents intimation should be given to the respective students much ahead of the examinations but not just before the examinations commence. If it is so warranted as per University regulations, the detention.

x) The necessary administrative support, infrastructural facilities will be provided for the functioning of the Committee as required. Automation of recording of attendance will also be taken up soon.

xi) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.

xii) The Committee will meet as often as required.

PRINCIPAL

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

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

866 2479775
866 2493347

KommareddyVenkataSadasiva 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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

KVSRSCOPS/283/22

Date: 08-06-2022

OFFICE ORDER

Sub :- Constitution Time Table Committee-Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada

Time Table Committee

S.No.	Name	Designation	Committee	Phone No.
1.	Dr K Naveen babu	Professor	**Chairperson**	9666212999
2.	Dr. M Vijayalakshmi	Associate Professor	**Member**	8501011122
3.	Ms.K.Sudeepthi	Assistant Professor	**Member**	9492246802
4.	Smt. O Iswarya	Assistant Professor	**Member**	7989552803
5.	Mr.J.Susanth	Assistant Professor	**Member**	9032363723
6.	Smt.R.Anusha	Assistant Professor	**Member**	7288967999

Functions:

i) This Committee will prepare draft time table for all the courses in the College including Lab schedules after taking necessary inputs from the incharges of UG/PG and Pharm. D courses basing on the time-table in force for the previous academic year and will prepare a draft academic calendar for each academic year

ii) While doing so, it will take into consideration activities such as seminars, workshops and other academic and co-academic activities and various crucial tasks entrusted to staff thus distributing the workload in a balanced manner.

iii) The Committee will place the same for the consideration of the Principal and for their perusal, suggestions and modifications wherever needed.

iv) After that, the Committee will prepare the final draft time table and academic calendar and place the same in the faculty meeting to be held before reopening of the College or at any appropriate time.

Siddhartha College of Pharm... VIJAYAWADA 520 010

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

866 2479775
866 2493347

KommareddyVenkataSadasiva 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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

v) After approval of the final draft, the Principal of the College will notify the College time table/ workload distribution to all the faculty in the College through a common circular and the academic calendar for each academic year. The academic calendar shall be distributed to all students and staff at the beginning of each academic year.

vi) The Committee will take suitable measures to incorporate changes during the year that might arise due to any exigency of the situation and such changes as made by the Committee will be notified by the Principal for implementation.

vii) The Committee shall prepare time table in such a way that it takes care of all the requirements of UG/PG and Pharm D courses uniformly.

viii) The minutes of all meetings of the Committee will be recorded and maintained by the Chairperson.

ix) The Committee will meet as often as required

PRINCIPAL

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/008/2022 Date: 03.01.2022

OFFICE ORDER

Sub:- Constitution of SC/ST Welfare Committee

SC/ST WELFARE COMMITTEE

A committee for SC/ST at Institution level is constituted to guide the students to optimally utilize the benefits of the schemes offered by the Government of India and to look after the issues relevant the complaints if any brought to the notice at the institution level. The committee is responsible to enquire and resolve the complaints of alleged discrimination by students of Scheduled Caste & Scheduled Tribe.

OBJECTIVES

- The main objective of the SC/ST cells to implement, monitor and evaluate continuously the reservation policy of Governance of India and to comply with UGC regulation.
- SC/ST cell is also instrumental in following the various welfare policies and programmes of Govt. of India for students, teachers and non teaching.
- To monitor the implementation of related policies / welfare schemes in respect of admission of SC/ST students.
- To create a platform were students can point out their problems regarding academic and non-academic matters.

The Constitution of the Committee is as follows :

Name	Designation	Contact No.	Mail. ID
Dr.T Sarala Devi	Co-ordinator	9849483034	saraladevitangirala@gmail.com
Mrs.V.Anusha	Member	6305523176	anushavalapa1209@gmail.com
B.Durga Bhavani	Student Member	9848978329	banavathubhavani73@gmail.com
V.Jaswanth Raju	Student Member	9502140548	jaswanthraju.1432@gmail.com
B.Navya Sree	Student Member	9989707162	kvsrsiddhathapharma@gmail.com

Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010 K.V.S.R.

Principal
K.V.S.R. SIDDHARTHA
PHARMACEUTICAL SCIENCES
VIJAYAWADA-520 010.

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

FUNCTIONS

1. To implement the reservation policy for SC/STs in the institution; to collect information in respect of appointment, training of these communities in teaching and non-teaching position in the institutions and to circulate Government of India orders and Commission's decisions, in suitable forms by a stipulated date and take follow up action where required.
2. To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.
3. To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in the Colleges.
4. To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees and render them necessary help in solving their academic as well as administrative problems. Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.

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

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

866 2479775
866 2493347

Kommareddy Venkata Sadasiva Rao
Siddhartha College of Pharmaceutical Science
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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/63/22 Date: 09.02.2022

OFFICE ORDER

Sub:- Constitution of Institution-Industry Cell -Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada.

Objective:

The aim of the cell is to give industrial exposure to faculty members and students thus enabling them to improve their knowledge with industry culture.

Function of the cell

- To organize industry visits to the students
- To assist training and placement cell
- Arranging practical training to students in industry
- Encouraging professionals from industry to visit institution to deliver lectures
- To assist the departments in organizing workshops, conferences with participation of industry professionals

S.No.	Name	Designation	Committee
1.	Dr. T. P. Rao	Associate Professor	Chair person
2.	Dr. A. Bharathi	Associate Professor	Member
3.	Dr. V Karuna Sree	Associate Professor & HoD	Member
4.	Dr. B. Anupama	Associate Professor & HoD	Member
5.	K.Chaitanya Babu	Student	Member
6.	D.Sasipriya	Student	Member

9/2/22

PRINCIPAL

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/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.

23/2

PRINCIPAL

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/165/22 Date: 24.04.2022

OFFICE ORDER

INTELLECTUAL PROPERTY RIGHTS CELL

ABOUT

Intellectual property(IP) refers to various distinct types of creations of the human mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce; for which a set of exclusive rights like copyrights, trademarks, patents, industrial design rights and trade secrets are recognized under the corresponding fields of law. "Intellectual property is a part and parcel of human life surrounded by the fruits of human creativity and inventions which make our life easier."

Objectives:

- To create an environment for acquiring new knowledge through innovation, develop an attitude of prudent IP management practices and promote an IPR culture compatible with the educational mission of the institute.
- Providing a framework for analyzing the impact of Intellectual Property in development initiatives in the country.
- To create awareness and provide guidance to academic and nonacademic staff, students, scholars, and outside agencies on the practices and the rules of institute regarding intellectual property rights and obligations within the frame work of the IPR policy of the institute.
- Dissemination of knowledge and information through outreach programmes.
- Capacity creation in IP practice, education, training, research and awareness through a multidisciplinary approach.

Committee:

Dr.Jyothirmayee Devineni	**Chairperson,** Associate Professor
Dr. G. Ramanaiah	**Member,** Associate Professor
Dr. A. Bharathi	**Member,** Associate Professor
Ms.K.Bhuvaneshwari	**Member,** II B.Pharmacy, Student
Ms.A.Sathvika	**Member,** I B.Pharmacy, Student

24/4/

PRINCIPAL

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

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/81/2022 Date: 26.02.2022

OFFICE ORDER

Sub:- Reconstitution of Anti-Ragging Committee-Reg.

As per the direction of Siddhartha Academy of General and Technical Education the following committee has been reconstituted to ensure complete ragging free environment at KVSR Siddhartha College of Pharmaceutical Sciences campus, Vijayawada.

Anti-Ragging Committee

S.No.	Name of Members	Designation	Committee	Mobile No.
1	Dr. A.Suneetha	Principal	Chairperson	9949185566
2.	Dr. Ramanaiah Gangireddy	Assoc.Prof. & HoD	Co-ordinator	9848121188
3	Sri. K. Anil Kumar	Assistant Professor	Member	9440419934
4	Sri. S. Veerabhadra Rao	Warden (Boys Hostel)	Member	7382732126
5	Smt. U. Susheela	Warden (Girls Hostel)	Member	9030534024
6	Sri.Ch.Prakash	Sub- Inspector of Police	Member	8317626066
7	Mrs.T. Sowjanya	Parent	Member	9164019649
8	Mr. T. Sai Praneeth	1st Year student	Member	7207308320
9	Ms. L.Divya Saroja	3rd Year student	Member	9963721825
10	Sri.G.Subba Rao	Senior Reporter	Member	6303353573
11	Smt. Vijayasree Gupta	PDC, NGO	Member	9885033567
12	Smt. A.Pavani Kumari	Non-Teaching	Member	9866070299

26/2/22

PRINCIPAL

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

K.V.S.R. Siddhartha College of Pharmaceutical Sciences
VIJAYAWADA 520 010

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/81/2022 Date: 26.02.2022

OFFICE ORDER

Sub:- Reconstitution of Anti-Ragging Squad -Reg.

As per the direction of Siddhartha Academy of General and Technical Education and in accordance with the policy of KVSR Siddhartha College of Pharmaceutical Sciences to ensure complete ragging free environment in the campus, anti-ragging squad is constituted with the following members.

Anti-Ragging Squad

S.No.	Name of Members	Designation	Email id
1	Dr. CH. Nagabhushanam	Assistant Professor	nagabhushanam_137@yahoo.co.in
2	Sri .K. Anil Kumar	Assistant Professor	kvsrkutumbalu@gmail.com
3	Sri. S. Veerabhadra Rao	Warden (Boys Hostel)	kvsrsiddharthapharma@gmail.com
4	Smt. U. Susheela	Warden (Girls Hostel)	kvsrsiddharthapharma@gmail.com
5	Sri. L.Vinay Shekhar	Physical Director	kvsrsiddharthapharma@gmail.com

26/2/22

PRINCIPAL

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

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

866 2479775
866 2493347

Kommareddy Venkata Sadasiva Rao
Siddhartha College of Pharmaceutical Science
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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/007/21 Date: 01.11.2021

Internal Complaint Committee (ICC) Details

As per Vishakha guidelines given by Honorable Supreme Court and with reference to Section 4 All India Council for Technical Education Regulations, 2016 vide No. F.AICTE/WH/2016/01 dated 10th June, 2016 (Gender sensitization, prevention and prohibition of sexual harassment of women employees and students and Redressal of Grievances in Technical Institutions), Internal Complaint Committee (ICC) has been formed in KVSR SCOPS to prevent sexual harassment of woman at work place.

Internal Complaint Committee sensitises the female faculty members and students on the prevention and prohibition of sexual harassment of woman at work place.

According the Supreme Court's order, Sexual Harassment is any unwelcome:

- Physical contact and advances
- Demand or request for sexual favors
- Sexually coloured remarks
  Display of pornographic content in any form
- Any other unwelcome physical, verbal and non-verbal conduct of a sexual nature.

In keeping with the Supreme Court guidelines, KVSR SCOPS established ICC against sexual harassment and atrocities against women at the workplace.

Objectives

- To promote awareness about sexual harassment through educational initiatives that encourages and fosters a dignified and safe environment for women on campus.
- To provide a neutral, confidential and supportive environment for the campus community who may have been sexually harassed.
- To ensure fair and timely resolution of complaints about sexual harassment.
- To provide information regarding counselling and support services on the campus.
- To ensure that students, faculty and staff are provided with current and comprehensive information on sexual harassment and assault.

S.No.	Name	Committee	Phone No.
1.	Dr. V. Karunasree	Chair person	9866901088
2.	Dr. M. Vijaya Lakshmi	Member	8501011122
3.	Dr. Ch. Nagabhusanam	Member	9951067030
4.	Mrs. M. Srilakshmi	Member	9247898900
5.	Mrs. P. V. Krishnaveni	Member	8331921420
6.	Ms. CH. Kovida	STUDENT	8008314572
7.	Ms. Ch. Dinesh Kumar	STUDENT	9985969634
8.	Ms. D. Sasi Priya	STUDENT	709381977

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

K.V.S.R. Siddhartha College of Pharmaceutical Sciences VIJAYAWADA 520 010

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

866 2479775
866 2493347

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
E-mail : kvsrsiddharthapharma@gmail.com Web: www.kvsrsiddharthapharma.edu.in

Ref: KVSRSCOPS/214/22 Date: 18-05-2022

KVSRSCOPS is conducting GPAT counseling to encourage the students for efficient preparation as well as better performance in entrance exams to appear in postgraduate level.

S.No	Name of the member	Designation	Contact number
1	Dr. T. P.Rao	Co-ordinator	9441902645
2	Dr. D. N. V. Chenchu Lakshmi,	Member	7386597870
3	Dr. D.S.N.B. Prasanth	Member	7382027437
4	Dr. Ch. Nagabhushnam	Member	9951067036
5	Smt.K. Lakshmi Samrajyam	Member	9121205458

Activities

- Efficient utilization of GPAT database
- Conduction of subject wise guidance, lectures for GPAT, NIPER- JEE, BITS, NMIMS entrance exam from eminent persons of industry and academia
- Conducting Mock tests for 3rd &4th year students
- Conduction of PRE-GPAT exams in both online and off line.

18/5

PRINCIPAL

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

Siddhartha College of Pharmaceutical Sciences
VIJAYAWADA
520 010

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