



# SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

College for Women (Sponsored by The Exhibition Society), Tarnaka, Secunderabad

Affiliated to Osmania University, Approved by AICTE & PCI

ISO : 9001 : 2015 Certified Institution

NBA Accredited B. Pharmacy Course

Ref.: SNVPMV/

Date: 5/2/2018

## CONSTITUTION OF GRIEVANCES AND REDRESSAL COMMITTEE

Sarojini Naidu Vanita Pharmacy Mahavidyalaya established Grievance cell in the year 2018 in the month of March, with the aim to address the grievances from students, parents, teaching and non-teaching staff.

Following are the member of Grievances Redressal Committee for the academic year 2018-19.

The Committee members shall resolve and redress the grievances of students, parents and others concerned from time to time and as and when required

## GRIEVANCES REDRESSAL COMMITTEE MEMBERS

Name	Designation	Position	Signature
Dr.V.Jyothi	Principal	Chairman	
Dr.T.Saritha Jyostna	Professor &HOD	Member-Convener	
Dr. S.Hemalatha	Associate Professor	Member	
Dr.S.Anuradha	Associate Professor	Member	
Smt.N.Indira Rani	Assistant Professor	Member	

PRINCIPAL  
Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S. Lalaguda, Tarnaka,  
Secunderabad-500 017.

PRINCIPAL



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DATE:2/06/2018

**CIRCULAR**

The meeting of Grievance redressal committee will be held on 16<sup>th</sup> June 2018 at 11:30A.M at SNVPMV Faculty Meeting Hall.

**AGENDA:**

- Grievance 1: Grievance redressal about academic issues like completion of syllabus , teaching methods , assessments and non-academic like classroom management , cleaning at various places in the college ,college facilities etc.
- Grievance 2: Complaints by Students , parents can be made in writing or oral to the Principal / Staff .
- Grievance 3: Grievances related to attendance , grievance related to charging offees , related queries and complaints related to examinations , irregularities in the timetable , delayed results are also to be addressed.
- These complaints and such other matters suggested by the members will be discussed.







  
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## MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

Minutes of Grievance-redressal committee is held on 16<sup>th</sup> June 2018 at 11:30 A.M at SNVPMV Faculty Meeting Hall

- |                       |           |   |
|-----------------------|-----------|---|
| 1. Dr.V.Jyothi        | -Chairman |  |
| 2. Dr.T.SaritaJyostna | -Convener |  |
| 3. Dr.S.Hemalatha     | -Member   |  |
| 4. Dr.S.Anuradha      | -Member   |  |
| 5. Mrs.N.Indira Rani  | -Member   |  |

After discussing the agenda, the committee unanimously resolved the following:

- Grievance 1: Syllabus completion status was collected from all the staff members .teaching methods were told to be improvised .
- Grievance 2: A circular was sent to non- teaching staff regarding the cleanliness of the college premises, classrooms and wash rooms.
- Grievance 3: The complaints related to attendance , irregularities in the time table and reasons for delayed results were enquired from the university .
- Suggestions box: there were no suggestions in the suggestion box.



  
PRINCIPAL

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