

**GRIEVANCES/
SUGGESTIONS BOX
COMMITTEE**

**VIJAYA INSTITUTE OF PHARMACEUTICAL SCIENCES FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108.**

DATE: 24.07.2019

CIRCULAR

All the staff members and students are hereby informed that, the college management has decided for constitution of **Grievances/Suggestions box committee** for the academic year **2019-20**. The Grievance/Suggestion box will be opened periodically in the presence of these committee members.

The committee members are listed below:

S.NO	NAME	DESIGNATION & DEPARTMENT	DESIGNATION IN COMMITTEE
1.	Dr. K. Padmalatha	Professor & Principal	Chairperson
2.	Mrs. A.V.S. Hima Bindu	Asst. Professor Dept. of Pharmaceutics	Coordinator
3.	Mr. S. Venkateswara Rao	Assoc. Professor Dept. of Pharmaceutics	Member
4.	Ms. B. Hema Latha	Asst. Professor Dept. of Pharmaceutics	Member
5.	Mr. M. Bala Krishna	Asst. Professor Dept. of Pharmaceutical Analysis	Member
6.	Ms. G. Jyothika	IV B.Pharm	Student Member
7.	Ms. U. Mounika Sarojini	IV B.Pharm	Student Member
8.	Ms. Sk. Sharmila	IV B.Pharm	Student Member
9.	Ms. V. Mohana Mudhitha	V Pharm D	Student Member




PRINCIPAL
VIJAYA INSTITUTE OF
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PIN - 521 108

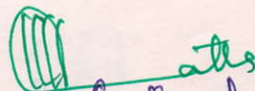
A.Y: 2019-20
Date: 17.8.19

The total No: of Grievances / Suggestions received: -

S.No	Grievances/Suggestions	Action Taken	No: of days to Resolve	Sign
1.	Black board is not visible as lighting reflects on the board in class room	Committee informed to maintenance department to cover lighting area with curtains	2 Days	
2.	To provide RTC bus route from Kanuru to College.	Committee accepted the problem & forwarded the request to the Principal.	15 Days	
3.	Lack of Sanitary napkins in Janausha - di.	Committee forwarded the request to the Incharge of Janaushadi.	2 Days	


Coordinator




Principal
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A.Y: 2019-20

Date: 23.9.19

The total No. of Grievances / Suggestions received: -

S.No	Grievances / Suggestions	Action Taken	No. of days to Resolve	sign
1.	Drinking water is not sufficient in the second floor.	Committee accepted the problem & forwarded the problem to the maintenance in-charge.	1 Day	
2.	Seats are not sufficient in college bus	As no. of students in the college bus of specific route has increased, the Committee requested the principal to arrange additional bus.	5 Days.	


Coordinator




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A.Y: 2019-20

Date: 28.10.19

The total No. of Grievances / Suggestions received :-

S.No	Grievances / Suggestions	Action Taken	No. of days to Resolve	Sign
1.	Lack of Snacks in the general Canteen.	Committee members interacted with the Canteen head & to ^{informed to} keep stock available through out the day.	1 Day	<i>[Signature]</i>
2.	Washrooms of first floor not maintained properly during afternoon session.	Discussed with the sweepers to maintain cleanliness	1 Day	<i>[Signature]</i>
3.	Water Cooler not working in the 1st floor.	Committee members accepted & forwarded the problem to the maintenance incharge.	4 Days	<i>[Signature]</i>

[Signature]
Coordinator



[Signature]
Principal
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PIN - 521 108

A.Y: 2019-20

Date: 20.11.19

The total No: of Grievances / suggestions received:

S.No	Grievances / Suggestions	Action Taken	No: of days to Resolve	Sign
1.	Desks & chairs are damaged in the class room	Request send to administration section to replace the damaged furniture	2 Days	
2.	To increase the library books issue to students from 2 to 3; As exams are approaching kindly solve the issue.	Committee members informed the issue to principal & forwarded the information to the librarian	1 Day	
3.	Water Cooler not working in the 1 st floor.	Committee members accepted & forwarded the problem to the maintenance incharge.	4 Days	


Coordinator




Principal
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A.Y: 2019-20

Date: 27.12.19

The total No: of Grievances / Suggestions received :-

S.No	Grievances / Suggestions	Action taken	No: of days to resolve	Sign
1.	College bus timings at the pick up point is too early	Committee decided to speak to the transport department to resolve the issue.	2 Days	
2.	Fan is not working in lecture hall 2	Committee informed to maintenance department	1 Day	
3.	Class rooms in the second floor is not cleaned	Informed to sweepers to maintain cleanliness.	1 Day.	

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A.Y : 2019-20

Date : 19.01.20

The total no: of Grievances / Suggestions received:

The Grievances / Suggestions received from the box are NIL

∴ No grievances / suggestions were reported from the students & staff.

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A.Y: 2019-20

Date: 24.2.20

The total No: of Grievances / suggestions received: -

S.No	Grievances / Suggestions	Action taken	No: of days to resolve	sign
1.	The Canteen food quality is not good	The Committee decided to visit the Canteen to solve the problem.	1 week	
2.	Request to change time schedule for mid exams from morning session to afternoon session for PG students.	The Committee informed to the exam branch in charge.	2 Days	
3.	Need extra classes for Mathematics.	Committee forwarded the issue to the Principal	1 Day	


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A.Y: 2019-20

Date: 12.3.20

The total no: of Grievances / Suggestions received: -

S.No	Grievances / suggestions	Action taken	No: of days to resolve	sign
1.	Library xerox facility is not proper	Committee forwarded the request to the library incharge	2 Days	
2.	Lunch break timings is not sufficient as faculty are taking extra time.	Committee informed to the principal & instructed staff to maintain class timings	2 Days	


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