Grievance Redressal Cell (GRC)



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur) GOLDEN NAGAR, NH5 BYPASS ROAD, NORTH RAJUPALEM, KODAVALURU (V&M), SPSR NELLORE

email: sving9@gmail.com website : www.svcn.ac.in

Grievance Redressal Cell

Academic Year: 2018-19

Date: 12-07-2018

This is to notify that the college management has to decide to constitute the "Grievance Redressal Cell (GRC)" under the chairmanship of principal.

The following are the committee members have been formed for Grievance Redressal Cell in the college for students & staff to approach the grievance committee regarding any problems.

S.No	Name	Designation	Role
1.	Dr S.V. Padmaja Rani	Principal	Chairman
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member
4.	G. Tejaswi	Asst. Professor, ECE	Member
5.	T. Srikanth	Asst. Professor, EEE	Member
6.	I. Shalini	Asst. Professor, CSE	Member
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member
9.	Ch. Likhith	Student ECE Dept	Student Member
10.	Sd. Halima Tabassum	Student CSE Dept	Student Member
11.	B. Sai Sumanth	Student EEE Dept	Student Member
12.	T. Prabodh Teja	Student CIVIL Dept	Student Member
13.	V. Mouli	Student MECH Dept	Student Member

Objectives:

The "Grievance Redressal Cell" will enquire the grievances from the staff, students and suggest the final action to be initiated at the institutional level. Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic matters and the committee will take up necessary action.

Roles:

- To provide a support system for the students & staff to address their grievances.
- To initiate proactive measures to redress the grievances of the students and staff.
- To analyze the complaints and representations of aggrieved students and to take action with the appropriate authorities for redressel

with the appropriate authorities for redressal.

• To get suggestions periodically from the students for improvement.

Responsibilities:

Create and implement a mechanism to handle the reported grievances/suggestions.

• Install Grievance / Suggestion boxes at important places in the campus accessible to students / staff.

• Grievance / Suggestion boxes are opened at college hours.

- Accept written grievances from students and staff.
- The name and identity of the person who reported Grievance shall be kept confidential.
- The grievances at departmental level are governed by the concerned mentors, class Coordinators and Department Heads then and there.
- Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.
- The cell reviews all cases and acts accordingly as per the policy
- The cell submits report to the authority regarding the cases attended.
- To formulate the policy to investigate and review complaints or grievances of students and staff.
- To create awareness of availability of members for students and staff to report grievances.

· Rami SREE VENKATESWARA COLLEGE OF ENGINEERING KODAVALUR, SPSP Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 18.07.2018

CIRCULAR

Ref: SVCN/GRC/2018-19/001

A meeting of Grievance Redressal Cell (GRC) has been organized on 20-07-2018 at principal chamber at 11-00 am. All the committee members are here by informed to attend the meeting without fail.

Agenda:

- 1. To discuss the grievance / suggestions received.
- 2. Measures to create awareness about the existence of the committee in college.
- 3. Updating the committee members on functioning of the committee and the role of its members.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	me
2.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	do-
3.	G. Tejaswi	Asst. Professor, ECE	Member	ati
4.	T. Srikanth	Asst. Professor, EEE	Member	m
5.	I. Shalini	Asst. Professor, CSE	Member	I. Shaline
6.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Anilanti
7.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	and a
8.	Ch. Likhith	Student ECE Dept	Student Member	CHILIKHITH
9.	Sd. Halima Tabassum	Student CSE Dept	Student Member	Sd. Halimo
10.	B. Sai Sumanth	Student EEE Dept	Student Member	B. Sai Sumarth
11.	T. Prabodh Teja	Student CIVIL Dept	Student Member	T. P. Tela
12.	V. Mouli	Student MECH Dept	Student Member	V. Monli

HO HOD EEE MECH I B Tech I/c Diploma I/c K. Rozaluti Office(Accounts) Office(Admin)-

COLLEGE FENGINEERING KODAVALUR, SPSP Nellore Dist CSE -

TPC



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur)

Grievance Redressal Cell <u>MINUTES OF THE MEETING</u>

Date: 20-07-2018

Today on 20th of July 2018 from 11-00 am onwards a meeting of "Grievance Redressal Cell (GRC)" held at the Principal chamber to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr S.V. Padmaja Rani	Principal	Chairman	R.V. B. Aug
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	THE
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	TAL
4.	G. Tejaswi	Asst. Professor, ECE	Member	Ai
5.	T. Srikanth	Asst. Professor, EEE	Member	c/h
6.	I. Shalini	Asst. Professor, CSE	Member	T. Shalight
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Anilant
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	ab -
9.	Ch. Likhith	Student ECE Dept	Student Member	CHUKHITH
10.	Sd. Halima Tabassum	Student CSE Dept	Student Member	Sd. Halem
11.	B. Sai Sumanth	Student EEE Dept	Student Member	B. Sassume
12.	T. Prabodh Teja	Student CIVIL Dept	Student Member	J. P. Se Ja
13.	V. Mouli	Student MECH Dept	Student Member	V. Maili

1. Principal gave opening remarks to the members and explain the responsibility and functionality of the cell to committee members.

2. Principal told that create awareness to the students and staff about Grievance Redressal Cell.

3. The committee discussed the grievances / suggestions received and way to resolve/implement them. The summary of the discussion is given below.

S.No	Grievances/Suggestions	Remarks
1.	Need of digital library and soft copies of study materials for students	The committee unanimously accepted the suggestion received to have a digital library facility in the college and forwarded the request to Principal for necessary action and implementation. The committee accepted suggestion received to store the study materials in the digital library and a request has to be sent to concerned department heads for the implementation of same through their staff members at the earliest.
2.	Need of common room for ladies staff	The committee accepted the staff requirements to have a common room facility in the college and forwarded the request to the management through principal for necessary action and implementation.

The meeting was concluded with the vote of thanks by the convener

CIPAL SREE VE ESWARA LULLE OF ENGINEERING KOBAVALUR, SPSR Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 11.09.2018

CIRCULAR

Ref: SVCN/GRC/2018-19/002

A meeting of Grievance Redressal Cell (GRC) has been organized on 13-09-2018 at principal chamber at 2-00 pm. All the committee members are here by informed to attend the meeting without fail.

Agenda:

- 1. To discuss the grievance / suggestions received.
- 2. To review the progress of work done by the committee during the period of time from the last meeting till the present date.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	nk
2.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	6.00
3.	G. Tejaswi	Asst. Professor, ECE	Member	Crite
4.	T. Srikanth	Asst. Professor, EEE	Member	AD
5.	I. Shalini	Asst. Professor, CSE	Member	8h
6.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Fi shaliwi
7.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	Que
8.	Ch. Likhith	Student ECE Dept	Student Member	
9.	Sd. Halima Tabassum	Student CSE Dept	Student Member	CHUIKHITH
10.	B. Sai Sumanth	Student EEE Dept	Student Member	Sd. Halin
11.	T. Prabodh Teja	Student CIVIL Dept	Student Member	B. Sai Suman
12.	V. Mouli	Student MECH Dept	Student Member	T. P. Teja V. Maili

C. V. 1 SREEREN SUPPESWARA COLLEC OF ENGINEERING KODAVALUR, SPSP Nellore Dist HOD CSE -

I B Tech I/c

HOD EEE Diploma I/c

ECH

Office(Admin

TPO

Office(Accounts) -



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur)

Grievance Redressal Cell <u>MINUTES OF THE MEETING</u>

Date: 13-09-2018

Today on 13th of September 2018 from 2-00 pm onwards a meeting of "Grievance Redressal Cell (GRC)" held at the Principal chamber to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr S.V. Padmaja Rani	Principal	Chairman	2 Con J
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	gyre .
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	TAC
4.	G. Tejaswi	Asst. Professor, ECE	Member	0th
5.	T. Srikanth	Asst. Professor, EEE	Member	61
6.	I. Shalini	Asst. Professor, CSE	Member	T. Shalin
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	1 11 11
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	Anuprio
9.	Ch. Likhith	Student ECE Dept	Student Member	CHUKHITH
10.	Sd. Halima Tabassum	Student CSE Dept	Student Member	
11.	B. Sai Sumanth	Student EEE Dept	Student Member	Sd. Halen
12.	T. Prabodh Teja	Student CIVIL Dept	Student Member	B. Sai Sumarth J. P. Te Ja
13.	V. Mouli	Student MECH Dept	Student Member	V. Mouli

1. Principal gave opening remarks to the members.

2. Action taken on grievances / suggestions discussed in previous meeting. The grievances were sorted out immediately and forwarded to concerned authorities.

3. The committee discussed the grievances / suggestions received and way to resolve/implement them. The summary of the discussion is given below.

S.No	Grievances/Suggestions	Remarks	
1.	Fan not working in class room No: R-07		
2.	Industrial visits for students	Committee requested the principal to initiate the process in co-ordination with branch heads.	
3.	College bus timing at pick point	Committee decided to speak to the transport department to resolve the issue.	
4.	Inter branch cultural / technical	Committee requested the principal to initiate process in co-ordination with branch heads.	

The meeting was concluded with the vote of thanks by the convener

S.V. J

PRINCIPAL SREE VENKATESWARA COLLEGE OF ENGINEERING KODAVAI UR, SPSP Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 19.11.2018

CIRCULAR

Ref: SVCN/GRC/2018-19/003

A meeting of Grievance Redressal Cell (GRC) has been organized on 21-11-2018 at Conference Hall at 2-00 pm. All the committee members are here by informed to attend the meeting without fail.

Agenda:

- 1. To discuss the grievance / suggestions received.
- 2. To review the progress of work done by the committee during the period of time from the last meeting till the present date.
- 3. Other suggestions / Actions to improve facilities.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	74
2.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	62-
3.	G. Tejaswi	Asst. Professor, ECE	Member	ai
4.	T. Srikanth	Asst. Professor, EEE	Member	- PA
5.	I. Shalini	Asst. Professor, CSE	Member	I. Shaline
6.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Anuthing
7.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	QQ V
8.	Ch. Likhith	Student ECE Dept	Student Member	CHILIKHITH
9.	Sd. Halima Tabassum	Student CSE Dept	Student Member	Schottalimo
10.	B. Sai Sumanth	Student EEE Dept	Student Member	B. Sai Sumont
11.	T. Prabodh Teja	Student CIVIL Dept	Student Member	T. P. Telo
12.	V. Mouli	Student MECH Dept	Student Member	V. Mouli

KODAVALUR, SPSP Nellore Dist

HOD EEE HODMECH Diploma I/c I B Tech I/c Office(Accounts) -

TPO



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University - Anantapur)

Grievance Redressal Cell <u>MINUTES OF THE MEETING</u>

Date: 21-11-2018

Today on 21st of November 2018 from 2-00 pm onwards a meeting of "Grievance Redressal Cell (GRC)" held at the Conference Hall to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr S.V. Padmaja Rani	Principal	Chairman	en
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	340
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	TAD
4.	G. Tejaswi	Asst. Professor, ECE	Member	oti
5.	T. Srikanth	Asst. Professor, EEE	Member	m
6.	I. Shalini	Asst. Professor, CSE	Member	T. Shalin
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Andking
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	Ch
9.	Ch. Likhith	Student ECE Dept	Student Member	CH-) DAHITH
10.	Sd. Halima Tabassum	Student CSE Dept	Student Member	Sd-the
11.	B. Sai Sumanth	Student EEE Dept	Student Member	B. Sai Sumant
12.	T. Prabodh Teja	Student CIVIL Dept	Student Member	T.P. Jesa
13.	V. Mouli	Student MECH Dept	Student Member	V. Moil:

1. Principal gave opening remarks to the members.

2. Action taken on grievances / suggestions discussed in previous meeting. The electrical and transport grievances were sorted out immediately.

3. Committee also discussed about actions to improve facilities in the college.

4. The committee discussed the grievances / suggestions received and way to resolve/implement them. The summary of the discussion is given below.

S.No	Grievances/Suggestions	Remarks
1.	Water cooler not working in 4 th floor	Committee accepted the problem and forward the problem to maintenance in-charge for necessary action
2.	Some of the systems in CC-2 lab are not working properly	Committee accepted the grievance and forward this problem to concerned department head and system admin
3.	Sports material is not sufficient	Request is accepted and forwards this request to management to purchase the sports items as per the requirement.
4.	Direction boards for departments	Committee accepted the suggestion (from an visitor) to install direction boards and request sent to AO

The meeting was concluded with the vote of thanks by the convener

VER

SREE VENKATESWARA COLLEGE OF ENGINEERING KODAVALUR, SPSP Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 22.01.2019

CIRCULAR

Ref: SVCN/GRC/2018-19/004

A meeting of Grievance Redressal Cell (GRC) has been organized on 24-01-2019 at principal chamber at 12-00 pm. All the committee members are here by informed to attend the meeting without fail.

Agenda:

- 1. To discuss the grievance / suggestions received.
- 2. To consider and approve the compliance report about the action taken on the decisions taken in the previous meeting.
- 3. To know the review on Grievance Rederrsal Cell working in the college.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	antion
2.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	Til
3.	G. Tejaswi	Asst. Professor, ECE	Member	A
4.	T. Srikanth	Asst. Professor, EEE	Member	AN
5.	I. Shalini	Asst. Professor, CSE	Member	I. Shalini
6.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Analiciat
7.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	20
8.	Ch. Likhith	Student ECE Dept	Student Member	CH:LIKHITH
9.	Sd. Halima Tabassum	Student CSE Dept	Student Member	Sdo Halime
10.	B. Sai Sumanth	Student EEE Dept	Student Member	B.Sai Sumarth
11.	T. Prabodh Teja	Student CIVIL Dept	Student Member	J.P.Jeja
12.	V. Mouli	Student MECH Dept	Student Member	V. Mouli

HOD ÉEE ECH Diploma I/c I B Tech I/c Office(Accounts) e(Admin)

KODAVALUR, SPSP Nellore Dist T.Da HOD CSE -TPO

SREE REINCOMESWARA COLLEG:



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur)

Grievance Redressal Cell <u>MINUTES OF THE MEETING</u>

Date: 24-01-2019

Today on 24th of January 2019 from 12-00 pm onwards a meeting of "Grievance Redressal Cell (GRC)" held at the Principal chamber to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr S.V. Padmaja Rani	Principal	Chairman	Ordent
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	she
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	100
4.	G. Tejaswi	Asst. Professor, ECE	Member	al'
5.	T. Srikanth	Asst. Professor, EEE	Member	20
6.	I. Shalini	Asst. Professor, CSE	Member	Tid build
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	A shalles
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	in yours
9.	Ch. Likhith	Student ECE Dept	Student Member	CHUKHITH
10.	Sd. Halima Tabassum	Student CSE Dept	Student Member	1 1 1
11.	B. Sai Sumanth	Student EEE Dept	Student Member	Sd. Halem
12.	T. Prabodh Teja	Student CIVIL Dept	Student Member	B. Sai Sumarth
13.	V. Mouli	Student MECH Dept	Student Member	J. P.Jeja

1. Principal gave opening remarks to the members.

2. Action taken on grievances / suggestions discussed in previous meeting. The maintenance dept repaired the water cooler and system admin repaired the systems not worked in the CC-2 lab grievances were sorted out immediately.

3. Committee discussed about the working progress of grievance redressal cell in the college to collect feedbacks from the students and staff.

4. The committee discussed the grievances / suggestions received and way to resolve/implement them. The summary of the discussion is given below.

S.No	Grievances/Suggestions	Remarks		
1.	Water problems in girls washroom 3 rd floor	5 Committee accepted the problem and forward the problem to maintenance in-charge for necessary action		
2.	Facing problem with internet connection in our computer labs	Committee accepted the grievance and forward this problem to concerned department head and system admin		
3.	DTP & Photocopying facility within the college	The committee unanimously accepted the suggestion received for setting up a photocopying facility and forwarded the request to Principal for necessary action and implementation.		

The meeting was concluded with the vote of thanks by the convener

ENER

S.V.P. SREE VENKATESWARA COLLEG! OF ENGINEERING KODAVALUR, SPSP Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 10.03.2019

CIRCULAR

Ref: SVCN/GRC/2018-19/005

A meeting of Grievance Redressal Cell (GRC) has been organized on 12-03-2019 at principal chamber at 2-00 pm. All the committee members are here by informed to attend the meeting without fail.

Agenda:

- 1. To discuss the grievance / suggestions received.
- 2. To review the progress of work done by the committee during the period of time from the last meeting till the present date.
- 3. To attend all applications relating to the grievances of the students and staff.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	24
2.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	100
3.	G. Tejaswi	Asst. Professor, ECE	Member	Qi
4.	T. Srikanth	Asst. Professor, EEE	Member	Pir
5.	I. Shalini	Asst. Professor, CSE	Member	T. Sheline
6.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Avillad
7.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	Stores and
8.	Ch. Likhith	Student ECE Dept	Student Member	CH·LIKHITH
9.	Sd. Halima Tabassum	Student CSE Dept	Student Member	Sdo Halim
10.	B. Sai Sumanth	Student EEE Dept	Student Member	B-Sai Suman
11.	T. Prabodh Teja	Student CIVIL Dept	Student Member	J. P. Seja
12.	V. Mouli	Student MECH Dept	Student Member	V. Mouli

SREERIENCHATESWARA COLLEC

OF ENGINEERING KODAVALUR, SPSP Nellore Dist T.D 10001 HOD EEE ECH HOD CSE -I B Tech I/c Diploma I/c TPO Office(Accounts)



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur)

Grievance Redressal Cell <u>MINUTES OF THE MEETING</u>

Date: 12-03-2019

Today on 12th of March 2019 from 2-00 pm onwards a meeting of "Grievance Redressal Cell (GRC)" held at the Principal chamber to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr S.V. Padmaja Rani	Principal	Chairman	Record
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	ghe
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	1.0
4.	G. Tejaswi	Asst. Professor, ECE	Member	and
5.	T. Srikanth	Asst. Professor, EEE	Member	SA
6.	I. Shalini	Asst. Professor, CSE	Member	I. Shalin
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Alkin
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	Contracto
9.	Ch. Likhith	Student ECE Dept	Student Member	CH.LIKH ITH
10.	Sd. Halima Tabassum	Student CSE Dept	Student Member	Sdo-Halin
11.	B. Sai Sumanth	Student EEE Dept	Student Member	
12.	T. Prabodh Teja	Student CIVIL Dept	Student Member	B. Soi Sumart
13.	V. Mouli	Student MECH Dept	Student Member	J. P.Jeja V. Mouli

1. Principal gave opening remarks to the members.

2. Action taken on grievances / suggestions discussed in previous meeting. The grievances were sorted out immediately.

3. The committee discussed the grievances / suggestions received and way to resolve/implement them. The summary of the discussion is given below.

S.No	Grievances/Suggestions	Remarks
1.	Canteen food quality is not good	The committee decided to visit the canteen to solve the problem.
2.	Request for curtains in the class room	Request sent to administration officer.
3.	Desks are damaged in the class room no:27	Informed maintenance department to get furniture required immediately.
4.	Wash rooms are not clean in the second floor	Informed to maintenance department to keep washrooms neatly.
5.	Gym equipment not working	Committee decided to inspect and act accordingly

The meeting was concluded with the vote of thanks by the convener

CONVE

S.V. PRINCIPAL SREE VENKATESWARA COLLEGE

OF ENGINEERING KODAVALUR, SPSP Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 13.05.2019

CIRCULAR

Ref: SVCN/GRC/2018-19/006

A meeting of Grievance Redressal Cell (GRC) has been organized on 15-05-2019 at principal chamber at 11-00 am. All the committee members are here by informed to attend the meeting without fail.

Agenda:

I B Tech I/c

Office(Accounts)

- 1. To discuss the grievance / suggestions received.
- 2. To review the progress of work done by the committee during the period of time from the last meeting till the present date.
- 3. To discuss overall functionality of the GRC in this academic year.
- 4. To discuss about any suggestions for improvements in the committee for next Academic Year.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	245
2.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	AC
3.	G. Tejaswi	Asst. Professor, ECE	Member	Qi
4.	T. Srikanth	Asst. Professor, EEE	Member	RM
5.	I. Shalini	Asst. Professor, CSE	Member	F. Shaline.
6.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Anithist
7.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	00
8.	Ch. Likhith	Student ECE Dept	Student Member	CH.LIKHITH
9.	Sd. Halima Tabassum	Student CSE Dept	Student Member	Sd. Halim
10.	B. Sai Sumanth	Student EEE Dept	Student Member	B. Sai Sumant
11.	T. Prabodh Teja	Student CIVIL Dept	Student Member	T.P. Jeta
12.	V. Mouli	Student MECH Dept	Student Member	V. Mouli

MARA COLLEGE SREE VENK OF ENGINEERING KODAVALUR, SPSP Nellore Dist T. Dal HOD CSE -TPO

Above HODs are informed to circulate among concerned staff members.

HOD EEE

Diploma I/c

-



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur)

Grievance Redressal Cell <u>MINUTES OF THE MEETING</u>

Date: 15-05-2019

Today on 15th of May 2019 from 11-00 am onwards a meeting of "Grievance Redressal Cell (GRC)" held at the Principal chamber to discuss the following agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr S.V. Padmaja Rani	Principal	Chairman	Signature
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	240
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	100
4.	G. Tejaswi	Asst. Professor, ECE	Member	(Art
5.	T. Srikanth	Asst. Professor, EEE	Member	how
6.	I. Shalini	Asst. Professor, CSE	Member	S.C.
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Anilland
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	Hurting
9.	Ch. Likhith	Student ECE Dept	Student Member	CHILIKHITH
10.	Sd. Halima Tabassum	Student CSE Dept	Student Member	1 1 1 1
11.	B. Sai Sumanth	Student EEE Dept	Student Member	Sd. Halin
12.	T. Prabodh Teja	Student CIVIL Dept	Student Member	B-Sai Sumant
13.	V. Mouli	Student MECH Dept	Student Member	V. Mouli

1. Principal gave opening remarks to the members.

2. Action taken on grievances / suggestions discussed in previous meeting. The grievances were sorted out immediately.

3. Committee discussed about overall functionality of the grievance redsessal cell in this academic year and also discussed about to need any improvements in the cell for next academic year.

4. No grievances were reported from the students and staff, the meeting was ended without any resolutions.

The meeting was concluded with the vote of thanks by the convener

PRINCIPAL SREE VENKATESWARA COLLEGE OF ENGINEERING KODAVALUR, SPSP Nellore Dist



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur) GOLDEN NAGAR, NH5 BYPASS ROAD, NORTH RAJUPALEM, KODAVALURU (V&M), SPSR NELLORE

email: sving9@gmail.com website : www.svcn.ac.in

Grievance Redressal Cell

Academic Year: 2019-20

Date: 23-07-2019

This is to notify that the college management has to decide to constitute the "Grievance Redressal Cell (GRC)" under the chairmanship of principal.

The following are the committee members have been formed for Grievance Redressal Cell in the college for students, staff to approach the grievance committee regarding any problems.

S.No	Name	Designation	Role
1.	Dr S.V. Padmaja Rani	Principal	Chairperson
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member
4.	G. Tejaswi	Asst. Professor, ECE	Member
5.	T. Srikanth	Asst. Professor, EEE	Member
6.	I. Shalini	Asst. Professor, CSE	Member
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member
9.	D. Swarna Silpa	Student ECE Dept	Student Member
10.	CH. Siva Kumar	Student CSE Dept	Student Member
11.	P.S.V.S.H. Dheeraj Kumar	Student EEE Dept	Student Member
12.	Sk. Shahazad Basha	Student CIVIL Dept	Student Member
13.	Sk. Mastan	Student MECH Dept	Student Member

Objectives:

The "Grievance Redressal Cell" will enquire the grievances from the staff, students and suggest the final action to be initiated at the institutional level. Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic matters and the committee will take up necessary action.

Roles:

- To provide a support system for the students & staff to address their grievances.
- To initiate proactive measures to redress the grievances of the students and staff.
- To analyze the complaints and representations of aggrieved students and to take action with the appropriate authorities for redressal.
- To get suggestions periodically from the students for improvement.

Responsibilities:

Create and implement a mechanism to handle the reported grievances/suggestions.

• Install Grievance / Suggestion boxes at important places in the campus accessible to students / staff.

· Grievance / Suggestion boxes are opened at college hours.

• Accept written grievances from students and staff.

7

• The name and identity of the person who reported Grievance shall be kept confidential.

• The grievances at departmental level are governed by the concerned mentors, class Coordinators and Department Heads then and there.

• Unresolved grievances at the departmental level are referred to the Grievance Redressal Cell of the institution.

- The cell reviews all cases and acts accordingly as per the policy
- The cell submits report to the authority regarding the cases attended.
- To formulate the policy to investigate and review complaints or grievances of students and staff.
- To create awareness of availability of members for students and staff to report grievances.

S.V. Padraje Rami PRINCIPAL PRINCIPAL

SREE VENKATESWARA COLLEGE OF ENGINEERING KODAVALUR, SPSP Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 27.07.2019

CIRCULAR

Ref: SVCN/GRC/2019-20/001

A meeting of Grievance Redressal Cell (GRC) has been organized on 30-07-2019 at principal chamber at 2-00 pm. All the committee members are here by informed to attend the meeting without fail.

Agenda:

- 1. To discuss the grievance / suggestions received.
- 2. Measures to create awareness about the existence of the committee in college.
- 3. Updating the committee members on functioning of the committee and the role of its members.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	Signature
2.	P.V. Narasimha Swamy	Asst. Professor, ECE		The at
3.	G. Tejaswi	Asst. Professor, ECE	Member Member	7 (AS
4.	T. Srikanth	Asst. Professor, EEE	Member	201
5.	I. Shalini	Asst. Professor, CSE	Member	J. Shalin
6. 7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Anellent
8.	Dr. Ch. Chandra Sekhar D. Swarna Silpa	Asst. Professor, H&S	Member	All -
1.000	CH. Siva Kumar	Student ECE Dept	Student Member	Disilpa
	P.S.V.S.H.Dheeraj Kumar	Student CSE Dept	Student Member	Ch. Sivakumar
11.	Sk. Shahazad Basha	Student EEE Dept Student CIVIL Dept	Student Member	Pheeraj Kum
	Sk. Mastan	Student MECH Dept	Student Member Student Member	SK Bhasha

MECH

ce(Admin)

S.V SREE V COLLEG KODAVAL P Nellore Dist real T.D

HOD CSE -

TPO

I B Tech I/c

Diploma I/c

Office(Accounts)

Above HODs are informed to circulate among concerned staff members.

HOD FEE



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University - Anantapur)

Grievance Redressal Cell MINUTES OF THE MEETING

Date: 30-07-2019

Today on 30th of July 2019 from 2-00 pm onwards a meeting of Grievance Redressal Cell (GRC) held at the Principal chamber to discuss the meeting agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr S.V. Padmaja Rani	Principal	Chairperson	Quan
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	21k
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	"The
4.	G. Tejaswi	Asst. Professor, ECE	Member	ai
5.	T. Srikanth	Asst. Professor, EEE	Member	2 M
6.	I. Shalini	Asst. Professor, CSE	Member	I Shalini
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Antesta
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	minut
9.	D. Swarna Silpa	Student ECE Dept	Student Member	0.010-
10.	CH. Siva Kumar	Student CSE Dept	Student Member	D-Silpa Ch.Sivakumar
11.	P.S.V.S.H. Dheeraj Kumar	Student EEE Dept	Student Member	
12.	Sk. Shahazad Basha	Student CIVIL Dept	Student Member	Pheeraj Huma.
13.	Sk. Mastan	Student MECH Dept	Student Member	Cle Maxion

1. Principal gave opening remarks to the members and explain the responsibility and functionality of the cell to committee members. Discussed about new improvements added in the cell.

2. Principal told that create awareness to the students and staff about Grievance Redressal Cell.

3. The committee discussed the grievances / suggestions received and way to resolve/implement them. The summary of the discussion is given below.

S.No	Grievances/Suggestions	Remarks
1.	Black board is not visible as lighting reflects on the board in class room 21	Committee informed to maintenance department to cover lighting area with curtains
2.	In the second floor	Committee accepted the problem and forward the problem to maintenance in-charge for immediate action
3.	Seats are not sufficient in college bus	As number of students commuting in the college bus in a specific route has increased, the committee requested the principal to arrange additional bus for transport

The meeting was concluded with the vote of thanks by the convener

CIPAL SREE VENKATESWARA COLLEGE OF ENGINEERING KODAVALUR, SPSP Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 17.09.2019

CIRCULAR

Ref: SVCN/GRC/2019-20/002

A meeting of Grievance Redressal Cell (GRC) has been organized on 19-09-2019 at principal chamber at 12-00 pm. All the committee members are here by informed to attend the meeting without fail.

Agenda:

~ ---

- 1. To discuss the grievance / suggestions received.
- 2. To review the progress of work done by the committee during the period of time from the last meeting till the present date.
- 3. To invite suggestion from members to improve the existing system.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	able
2.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	
3.	G. Tejaswi	Asst. Professor, ECE	Member	
4.	T. Srikanth	Asst. Professor, EEE	Member	m
5. 6.	I. Shalini	Asst. Professor, CSE	Member	T. Shaling
7.	B. Anil Kumař	Asst. Professor, CIVIL	Member	Anuthing
8.	Dr. Ch. Chandra Sekhar D. Swarna Silpa	Asst. Professor, H&S	Member	Statten of
9.	CH. Siva Kumar	Student ECE Dept	Student Member	D.Sil7a
10.	P.S.V.S.H.Dheeraj Kumar	Student CSE Dept	Student Member	Ch Siva kumar
11.	Sk. Shahazad Basha	Student EEE Dept Student CIVIL Dept	Student Member	Dheera Yuma
12.	Sk. Mastan	Student MECH Dept	Student Member Student Member	St. Botha

SREE VENKATESWARA COLLEGE BRENGINEERING KODAVALUR, SPSP Nellore Dist

T.DO HOD CSE -TPO

I B Tech I/c Office(Accounts) -



ce(Admin)-

Above HODs are informed to circulate among concerned staff members.

HOD EEE



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur)

Grievance Redressal Cell MINUTES OF THE MEETING

Date: 19-09-2019

Today on 19th of September 2019 from 12-00 pm onwards a meeting of Grievance Redressal Cell (GRC) held at the Principal chamber to discuss the meeting agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr S.V. Padmaja Rani	Principal	Chairperson	Signature
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	276
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	107/
4.	G. Tejaswi	Asst. Professor, ECE	Member	Carles -
5.	T. Srikanth	Asst. Professor, EEE	Member	12 M
6.	I. Shalini	Asst. Professor, CSE	Member	Talled
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	I. Shalin.
8.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	confirmed
9.	D. Swarna Silpa	Student ECE Dept	Student Member	0.010
10.	CH. Siva Kumar	Student CSE Dept	Student Member	D-Silpa
11.	P.S.V.S.H. Dheeraj Kumar	Student EEE Dept	Student Member	Ch. Sivabumar
12.	Sk. Shahazad Basha	Student CIVIL Dept	Student Member	Theeraj Luna
13.	Sk. Mastan	Student MECH Dept	Student Member	SK. Naasar.

1. Principal gave opening remarks to the members.

2. Action taken on grievances / suggestions discussed in previous meeting. The grievances were sorted out immediately.

3. The committee discussed the grievances / suggestions received and way to resolve/implement them. The summary of the discussion is given below.

S.No	Grievances/Suggestions	Remarks
1.	Wash rooms and class room not cleaned	Discussed with sweepers to clean the class room and wash rooms daily.
2.	Additional lab hours required for practice (3 rd CSE students)	GRC decided to inform the concerned dept head for necessary action
3.	Lab records are not sufficient in the library	Library in-charge is instructed to keep lab record stock as necessary
4.	Request for coding and C, Java topics in placement training	As told by committee members, these things are already included in the placement training, however the committee decided to send the request to placement officer about students request.

The meeting was concluded with the vote of thanks by the convener

PRP SREE VENKATESWARA COLLEGE

OF ENGINEERING KODAVALUR, SPSP Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 26.11.2019

CIRCULAR

Ref: SVCN/GRC/2019-20/003

A meeting of Grievance Redressal Cell (GRC) has been organized on 28-11-2019 at principal chamber at 2-00 pm. All the committee members are here by informed to attend the meeting without fail.

Agenda:

- 1. To discuss the grievance / suggestions received.
- 2. To review the progress of work done by the committee during the period of time from the last meeting till the present date.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	m
2.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	ato 2
3.	G. Tejaswi	Asst. Professor, ECE	Member	a
4.	T. Srikanth	Asst. Professor, EEE	Member	20
5.	I. Shalini	Asst. Professor, CSE	Member	J. Shalew.
6.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Aniland
7.	Dr. Ch. Chandra Sekhar	Asst. Professor, H&S	Member	Rent
8.	D. Swarna Silpa	Student ECE Dept	Student Member	Dicito
9.	CH. Siva Kumar	Student CSE Dept	C. 1 . 1 . 1	D. Silpa
10.	P.S.V.S.H.Dheeraj Kumar	Student EEE Dept	Student Member	Ch. Sivakumar Dharga ? L
11.	Sk. Shahazad Basha	Student CIVIL Dept	Student Member	Pheeraj Kuma
12.	Sk. Mastan	Student MECH Dept	Student Member	Skington

SREE COLLEGI OF ENGINEERING AI UR. RPSP Nellore Dist HOD EEE ECH HOD CSE -Diploma I/c TPO Office(Accounts)



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University – Anantapur)

Grievance Redressal Cell MINUTES OF THE MEETING

Date: 28-11-2019

Today on 28th of November 2019 from 2-00 pm onwards a meeting of Grievance Redressal Cell (GRC) held at the Principal chamber to discuss the meeting agenda in presence of the following members.

S.No	Name	Designation	Role	C: and
1.	Dr S.V. Padmaja Rani	Principal	Chairperson	Signature
2.	V. Gopala Krishna	Asst. Professor, HOD(MECH)	Convener	9112
3.	P.V. Narasimha Swamy	Asst. Professor, ECE	Member	AT ,
4.	G. Tejaswi	Asst. Professor, ECE	Member	all
5.	T. Srikanth	Asst. Professor, EEE	Member	18 A
6. 7.	I. Shalini	Asst. Professor, CSE	Member	T. Shalow
7. 8.	B. Anil Kumar Dr. Ch. Chandra Sekhar	Asst. Professor, CIVIL	Member	Andkurt
9.	D. Swarna Silpa	Asst. Professor, H&S	Member	and a
10.	CH. Siva Kumar	Student ECE Dept	Student Member	D. Silpa
11.	P.S.V.S.H. Dheeraj Kumar	Student CSE Dept	Student Member	Ch. Sivakumar
12.	Sk. Shahazad Basha	Student EEE Dept Student CIVIL Dept	Student Member	Phelorag Lumo
3.	Sk. Mastan	Student MECH Dept	Student Member Student Member	K. Borne

1. Principal gave opening remarks to the members.

2. Action taken on grievances / suggestions discussed in previous meeting. The grievances were sorted out immediately.

3. The committee discussed the grievances / suggestions received and way to resolve/implement them. The summary of the discussion is given below.

S.No	Grievances/Suggestions	Remarks	
1.	Request for facilities up gradation in common rooms	Request sent to administrative officer	
2.	Canteen food quality is not good	The committee decided to visit the canteen to solve the problem.	
3.	Toilet doors problem in 3 rd floor washrooms	Committee informed to maintenance department to take necessary action.	
4.	Need of fire extinguishers	Fire extinguishers are already placed, however their numbers to be increased. Committee decided to send request to AO	

The meeting was concluded with the vote of thanks by the convener

CONV

S.V. Ja IPAL

SREE VENKATESWARA COLLEGE OF ENGINEERING KODAVALUR, SPSP Nellore Dist



(Approved by AICTE, New Delhi & Affiliated to JNTU, Anantapur)

Date: 20.01.2020

CIRCULAR

Ref: SVCN/GRC/2019-20/004

A meeting of Grievance Redressal Cell (GRC) has been organized on 22-01-2020 at principal chamber at 12-00 pm. All the committee members are here by informed to attend the meeting without fail.

Agenda:

- 1. To discuss the grievance / suggestions received.
- 2. To review the progress of work done by the committee during the period of time from the last meeting till the present date.

S.No	Name	Designation	Role	Signature
1.	V. Gopala Krishna	Professor, HOD(MECH)	Convener	99/2
2.	P.V. Narasimha Swamy	Assoc. Professor, ECE	Member	the
3.	G. Tejaswi	Asst. Professor, ECE	Member	A
4.	T. Srikanth	Assoc. Professor, EEE	Member	man
5.	I. Shalini	Asst. Professor, CSE	Member	T. Shalint
6.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Anykunst
7.	Dr. Ch. Chandra Sekhar	Professor, H&S	Member	Sight
8.	D. Swarna Silpa	Student ECE Dept	Student Member	D. Silpa
9.	CH. Siva Kumar	Student CSE Dept	Student Member	Ch. Siva kumar
10.	P.S.V.S.H.Dheeraj Kumar	Student EEE Dept	Student Member	Dheeraj Kumar
11.	Sk. Shahazad Basha	Student CIVIL Dept	Student Member	XV. Balka
12.	Sk. Mastan	Student MECH Dept	Student Member	Sh Nastan

ECH

SREE VENKATESWARA COLLEGE OF ENGINEERING KODAVALUR, SPSP Nellore Dist

T. Dalu HOD CSE -TPO

HOD I B Tech I/c Diploma I/c



Office(Admin)



(Approved by AICTE, New Delhi and Affiliated to Jawaharlal Nehru Technological University - Anantapur)

Grievance Redressal Cell MINUTES OF THE MEETING

Date: 22-01-2020

Today on 22nd of January 2020 from 12-00 pm onwards a meeting of Grievance Redressal Cell (GRC) held at the Principal chamber to discuss the meeting agenda in presence of the following members.

S.No	Name	Designation	Role	Signature
1.	Dr S.V. Padmaja Rani	Principal	Chairperson	Can
2.	V. Gopala Krishna	Professor, HOD(MECH)	Convener	245
3.	P.V. Narasimha Swamy	Assoc. Professor, ECE	Member	100
4.	G. Tejaswi	Asst. Professor, ECE	Member	Ai
5.	T. Srikanth	Assoc. Professor, EEE	Member	ANA
6.	I. Shalini	Asst. Professor, CSE	Member	J. Spaline
7.	B. Anil Kumar	Asst. Professor, CIVIL	Member	Anilland
8.	Dr. Ch. Chandra Sekhar	Professor, H&S	Member	Ashartana
9.	D. Swarna Silpa	Student ECE Dept	Student Member	D.SilPa
10.	CH. Siva Kumar	Student CSE Dept	Student Member	Ch. Sivakumar
11.	P.S.V.S.H. Dheeraj Kumar	Student EEE Dept	Student Member	Pheeral Kumo
12.	Sk. Shahazad Basha	Student CIVIL Dept	Student Member	St. Bath
13.	Sk. Mastan	Student MECH Dept	Student Member	4 nastan

1. Principal gave opening remarks to the members.

2. The committee discussed the grievances / suggestions received and way to resolve/implement them. The summary of the discussion is given below.

S.No	Grievances/Suggestions	Remarks
1.	Provide dustbins in washrooms in fourth floor	Maintenance department is in formed to maintain dustbins in the washrooms
2.	Allowing students to class room after 9.40am	As students are getting late due to traffic jams in the morning hours, with the permission of principal, the committee decided to allow the students up to 10.00 am for the first hour class and communicate the same to department heads for immediate implementation.
3.	Request for cultural clubs in the department	Committee accepted the suggestion and decided to send the request to head of the Depts. for necessary action

The meeting was concluded with the vote of thanks by the convener

NER

S.V. P. d. majekan PRINCIPAL PRINCIPAL

SREE VENKATESWARA COLLEGE OF ENGINEERING KODAVALUR, SPSP Nellore Dist