

# Grievance Redressal Committee

Following the directions of UGC, AICTE, Grievances Redressal Cell is established in order to deal with the individual grievances related to students and faculty ensure the redressal of grievances amicably in a time bound manner.

## Mechanism for redressal of Grievances of Students and Staff

1. Suggestion/Complaints box is made available in the blocks, where all departments are organized.
2. Once/Twice a week at least the letters dropped in these boxes are collected and forward to the Grievance redressal committee.
3. This committee will classify the Grievance submitted into:
  1. Academic
  2. Non-Academic
  3. Related to the Assessment
  4. Related to the Attendance
  5. Related to the Conduct of Examinations
  6. Related to Canteen Facility
  7. Related to Hostel Facility
  8. Related to Transport Facility
  9. Harassment by other Student/s or Teacher/s
4. If the Grievance is redressable by department itself, it is passed to the department level Grievance Redressal Committee, formulated by HOD and three members from the department faculty.
5. Grievance redressal committee collects the necessary documentation based on the type of Grievance and thoroughly discussed to implement redressing mechanism.
6. Grievance redressal committee decides the action to be taken for the redressal.

## Procedure for Submitting Grievance

1. The students may feel free to put-up a grievance in writing and drop it in the suggestion boxes, which are available in each block.
2. The grievance can be submitted by anybody with all the details about him attaching the necessary documentation.
3. The grievance is only mentioned and identity is not given some times.
4. Such anonymous grievances are also considered by the committee. Moreover grievances can also be submitted through the website.
5. The Grievance redressal committee will act upon those cases which have been forwarded along with the necessary documents.
6. The Grievance redressal committee ensures solution for any grievance within a stipulated time limit.

**Constitution of Committee Members:**

S.No	Name	Designation
1	Dr. G.Sreenivasula Reddy	Chairperson
2	Dr. K.Jyothi	Convener
3	Dr. R.Uma Devi, HOD, MBA	Faculty Member
4	Dr. R.Rekha Rani, HOD, H&S	Faculty Member
5	Mr. N.Vara Prasad, EEE	Faculty Member
6	Mr. C.Md.Asalam, ECE	Faculty Member
7	Miss. S. Mohana Sree, IV CSE Mr. B. Chaitanya Sree, III CSE Mr. T. Nihith Kumar, II CSE Mr. P. Venkata Sai Hemanth, III ME Mr. J. Arun Kumar, III ME Mr. K. Ganga Surendra, IV ME Mr. A. Ravi Teja, II ME Mr. J. Sandeep, IV CE Miss. N. Kalyani, IV CE Mr. M. Sameer, III CE Miss. B. Akhila, III CE Mr. K. Hemanth, II CE Miss. G. Varshitha, II CE Mr. A.V. Chandra Sekhar Reedy, IV ECE Miss. T. Vasavi, IV ECE Mr. B. Nara Hari, III ECE Miss A. Lakshmi Devi, III ECE Mr. V. Suresh, II ECE Miss. B. Naga Sadwika, II ECE Mr. Ram Sai Nath, IV EEE Miss. Nissy Apphia, IV EEE Mr. J. Venkata Surendra, III EEE Miss. M. Vasavi, III EEE Mr. K. Naga Teja, II EEE Miss. I. Preethi, II EEE Miss. A. Priyanka, II MBA Mr. E. Amareswar, II MBA	Student Member