



**SREE VENKATESWARA COLLEGE OF ENGINEERING
(AUTONOMOUS)**

NAAC 'A' Grade Accredited Institution,
An ISO 9001 : 2015 Certified Institution
(Approved by AICTE, New Delhi and Affiliated to JNTU, Anantapur)
Northrajupalem (V), Kodavaluru(M), S.P.S.R Nellore (DT)-524316
DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING



Grievance Redressal Cell

Academic Year: 2023-24

Date: 12-09-2023

This is to inform that the college management has decided 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. V. Anil Kumar	Principal	Chairperson
2.	Dr. G. Vijaya Kumar	Assoc. Professor, HOD-ME	Convener
3.	Mr. P.V. Narasimha Swamy	Assoc. Professor, ECE	Member
4.	Mr. T. Srikanth	Assoc. Professor, EEE	Member
5.	Mr. T. Sudharan Simha	Assoc. Professor, CSE	Member
6.	Mr. D. Naresh	Asst. Professor, CIVIL	Member
7.	Dr. Ch. Chandra Sekhar	Professor, H&S	Member
8.	Mr. G. Bhargav Sai	Student, ECE Dept	Student Member
9.	Mr. K. Kiran	Student, CSE Dept	Student Member
10.	Mr. K. Lakshmi Srinivas Sai	Student, EEE Dept	Student Member
11.	Mr. A. Deepak	Student, ME Dept	Student Member
12.	Mr. P. Bhargav	Student, AID 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.
 - Facilitate students and staff to lodge grievance through offline/online mode.



- 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.


PRINCIPAL
Sree Venkateswara College of Engineering
North Rajamahalingam, Kodavatur (V&R)
Nellore (D.St.) - 524 376.



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Date: 13.12.2023

CIRCULAR

Ref: SVCN/GRC/2023-24/001

A meeting of Grievance Redressal Cell (GRC) has been organizing on 12.10.2023 at principal chamber at 12.30 pm. All the committee members are here by informed to attend the meeting without fail.

Agenda:

1. The first meeting of the Grievance Redressal Cell for academic year 2022-23.
2. To introduce new convener of GRC.
3. To discuss the grievances / suggestions received, if any.
4. Measures to create awareness about the existence of the committee in college.

No	Name	Designation	Role	Signature
.	Dr. G. Vijaya Kumar	Assoc. Professor, HOD-ME	Convener	
.	Mr. P.V. Narasimha Swamy	Assoc. Professor, ECE	Member	<i>CSL</i>
.	Mr. T. Srikanth	Assoc. Professor, EEE	Member	<i>T. Srikanth</i>
.	Mr.T.Sudharan Simha	Assoc. Professor, CSE	Member	<i>Srikanth</i>
.	Mr. D. Naresh	Asst. Professor, CIVIL	Member	<i>T.S.S</i>
.	Dr. Ch. Chandra Sekhar	Professor, H&S	Member	<i>P. Ch</i>
.	Mr. G.Bhargav Sai	Student, ECE Dept	Student Member	<i>Chancher</i>
.	Mr. K.Kiran	Student, CSE Dept	Student Member	<i>Kiran</i>
.	Mr. K.Lakshmi Srinivas Sai	Student, EEE Dept	Student Member	<i>K.L.S</i>
.	Mr. A.Deepak	Student, ME Dept	Student Member	<i>A. Deepak</i>
.	Mr. P. Bhargav	Student, AID Dept	Student Member	<i>P. Bhargav</i>

Jay
PRINCIPAL
Principal

Sree Venkateswara College of Engineering
North Rajupalem, Kodavaluru (V&M)
Nellore (Dist)-524316

HOD CIVIL - *BS* HOD EEE - *Sudharan* HOD MECH - *HT* HOD ECE - *HT*

HOD AIDS - *Pr* HOD H&S - *SS* TPO - *Kareddy* IQAC - *BS*

Office (Accounts) - *Vms* Office (Admin) - *Jay*

Above HODs are informed to circulate among concerned staff & students.



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Grievance Redressal Cell MINUTES OF THE MEETING

Date: 13-12-2023

A meeting of Grievance Redressal Cell (GRC) held on 12th of October 2023 from 12.30 pm onwards at the principal chamber to discuss the meeting agenda in presence of the following members.

Name	Designation	Role	Signature
Dr. V. Anil Kumar	Principal	Chairperson	
Dr. G. Vijaya Kumar	Assoc. Professor, HOD-ME	Convener	
Mr. P.V. Narasimha Swamy	Assoc. Professor, ECE	Member	
Mr. T. Srikanth	Assoc. Professor, EEE	Member	
Mr.T.Sudharan Simha	Assoc. Professor, CSE	Member	
Mr. D. Naresh	Asst. Professor, CIVIL	Member	
Dr. Ch. Chandra Sekhar	Professor, H&S	Member	
Mr. G.Bhargav Sai	Student, ECE Dept	Student Member	
Mr. K.Kiran	Student, CSE Dept	Student Member	
Mr. K.Lakshmi Srinivas Sai	Student, EEE Dept	Student Member	
Mr. A.Deepak	Student, ME Dept	Student Member	
Mr. P. Bhargav	Student, AID Dept	Student Member	

1. Principal gave opening remarks to the members and explain the responsibility and functionality of the GRC cell to committee members. Discussed about new improvements added in the cell.
2. Principal introduced new convener of the committee to all the committee members.
3. Convener told that create awareness to the students and staff about existence of Grievance Redressal Cell 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.	Request for T&P classes	Committee accepted the request and forwards the request to T&P Head and plans the T&P classes for 4 th year students
2.	Request industrial visits for students	Committee requested the principal to initiate the process in co-ordination with branch heads.

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

CONVENER

PRINCIPAL

Sree Venkateswara College of Engineering
North Rajupalem, Kodavaluru (V&M)
Nellore (Dist.) - 524 316.

Nellore (Dist.) - 524 316.





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Grievence Redressal Cell

MINUTES OF THE MEETING

Date: 16-03-2023

Meeting of Grievence Redressal Cell (GRC) held on 15th of March 2023 from 11.30am onwards at the principal chamber to discuss the meeting agenda in presence of the following members

O	Name	Designation	Role	Signature
	Mr.S.M.Shafee	Assoc. Professor,HOD-ME	Convener	
	Mr.P.V.Narasimha Swamy	Asst. Professor, ECE	Member	
	Mr.T.Srikanth	Asst. Professor, EEE	Member	
	Mr.P.Mohan	Asst. Professor, CSE	Member	
	Mr.D.Naresh	Asst. Professor, CE	Member	
	Dr.Ch. Chandra Sekhar	Asst. Professor, H&S	Member	
	Mr.K.V.Karthik	Student, ECE Dept	Student Member	
	Mr.M.Sai Vishnu Vardhan	Student, CSE Dept	Student Member	
	Mr.P.Krupa Sagar	Student, EEE Dept	Student Member	
	Mr.G.Hanok	Student, CE Dept	Student Member	
	Mr.A.Deepak	Student, ME Dept	Student Member	
	Mr.P.Bhargav	Student, AI&DS Dept	Student Member	

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.	Girls wash rooms are not clean	Committee accepted the problem and forward the problem to maintenance in-charge for immediate action.
2.	Complaint against boy for clicking pictures of a girl student in college bus	Committee accepted the problem and forward the problem to discipline in-charge for immediate action

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

CONVENER

PRINCIPAL

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