



# RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

(Approved by AICTE-NEW DELHI, Affiliated to JNTUK KAKINAD)

NH-16, Valluru, -523272, Ongole, Prakasam District, A.P

Student counseling/ Grievance Redressal committee

19/07/2018

## CIRCULAR

All the members of Student counseling/ Grievance Redressal committee are requested to attend a meeting which will be held on principal's chamber at 3pm on 20/07/2018

### Members

Dr.A.V.Bhaskara Rao	Chairman	Principal
J,PunnamiDevi	Coordinator	Asst professor
K.Chandrika	Member	Asst professor
N.Surekha	Member	Asst professor
O.V.Sai Kiran	Member	Asst professor
K.Kartheek babu	Member	Asst professor
I.Seetharamarao	Member	Asst professor
A.V. Ramana	Member	Asst professor
K.V.Ramesh	Member	Asst professor

*[Handwritten signatures and initials in blue ink, including 'ef', 'd', 'S', 'ave', 'H', 'for', 'sa', and '#']*



*ef*  
Coordinator



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### Student counseling/ Grievance Redressal committee

20/07/2018

#### Minutes of the Meeting of the STUDENT COUNSELING/ GRIEVANCES REDRESSAL COMMITTEE Conducted in the principal's Chamber on 20/07/2018

- The Principal Welcomed the members present in the meeting
- Student Counseling/ Grievance Redressal policy and Objectives are discussed
- Activities for creating awareness among the students about GRC/Students Counseling are explored

#### Members

Dr.A.V.Bhaskara Rao	Chairman	Principal	
J,PunnamiDevi	Coordinator	Asst professor	
K.Chandrika	Member	Asst professor	
N.Surekha	Member	Asst professor	
O.V.Sai Kiran	Member	Asst professor	
K.Kartheek babu	Member	Asst professor	
I.Seetharamarao	Member	Asst professor	
A.V. Ramana	Member	Asst professor	
K.V.Ramesh	Member	Asst professor	

#### Resolutions:

The Grievance Redressal Cell comprising of the above faculty of various disciplines will enquire the nature of the complaint and subsequently extent of the grievances and suggest the final action to be initiated at the college level for the redressal of the same. Student may approach the following Committee Members if they have any grievance and the Committee will come up with the timely action.

**Activities:** The College has a Mentoring system that clearly monitors the academic and personal growth of the students. For Every 20 students there will be one mentor, who closely monitors the students, Identify any issues that prevent the growth and carefully address those issues by way of counseling, academic as well as well as personal growth is ensured.





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**Student counseling/ Grievance Redressal committee**

22/08/2018

**CIRCULAR**

All the members of Student counseling/ Grievance Redressal committee to attend a meeting which will be held on English Lab at 3pm on 23/08/2018

**AGENDA**

1. Review of previous meeting minutes.
2. Previous meeting will be discussed and ratified.
3. Students are requested to install mirrors in the wash rooms.
4. Some students are requested to increase the library hours to better utilization of library

**Members**

J,PunnamiDevi	Coordinator	Asst professor
K.Chandrika	Member	Asst professor
N.Surekha	Member	Asst professor
O.V.Sai Kiran	Member	Asst professor
K.Kartheek babu	Member	Asst professor
I.Seetharamarao	Member	Asst professor
A.V. Ramana	Member	Asst professor
K.V.Ramesh	Member	Asst professor

*[Signature]*  
Coordinator





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**Student counseling/ Grievance Redressal committee**

23/08/2018

**Minutes of the Meeting of the STUDENT COUNSELING/ GRIEVANCES REDRESSAL COMMITTEE Conducted in the English Lab on 23/08/2018**

Students are requested to install mirrors in the wash rooms.

Some students are requested to increase the library hours to better utilization of library

**Decision and Resolution:**

The committee members are ensured that the GRIEVANCES will be sorted out within 10 days

**MEMBERS:**

J,PunnamiDevi	Coordinator	Asst professor	
K.Chandrika	Member	Asst professor	
N.Surekha	Member	Asst professor	
O.V.Sai Kiran	Member	Asst professor	
K.Kartheek babu	Member	Asst professor	
I.Seetharamarao	Member	Asst professor	
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Student counseling/ Grievance Redressal committee

23/1/2019

### CIRCULAR

All the members of Student counseling/ Grievance Redressal committee are requested to attend a meeting which will be held on **English Lab** at 3pm on 24/01/2019

#### Agenda of the meeting:

1. To review the GRIEVANCES cell meeting.
2. Review on complaints given by the students.
3. Any other issues.

#### Members

J,PunnamiDevi	Coordinator	Asst professor	<i>cef</i>
K.Chandrika	Member	Asst professor	<i>cef</i>
N.Surekha	Member	Asst professor	<i>N.Surekha</i>
O.V.Sai Kiran	Member	Asst professor	<i>ovs</i>
K.Kartheek babu	Member	Asst professor	<i>K.Kartheek</i>
I.Seetharamarao	Member	Asst professor	<i>I.Seetharamarao</i>
A.V. Ramana	Member	Asst professor	<i>A.V. Ramana</i>
K.V.Ramesh	Member	Asst professor	<i>K.V.Ramesh</i>



*cef*  
Coordinator



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**Student counseling/ Grievance Redressal committee**

24/01/2019

**Minutes of the Meeting of the STUDENT COUNSELING/ GRIEVANCES REDRESSAL COMMITTEE Conducted in the English Lab on 24/01/2019**

1. **Agenda** : Review of previous meetings minutes.
2. Some of the students are requested for two sports hours per a week.
3. We are very much thankful to Administration for providing increase the library timings

**MEMBERS:**

J,PunnamiDevi	Coordinator	Asst professor	
K.Chandrika	Member	Asst professor	
N.Surekha	Member	Asst professor	
O.V.Sai Kiran	Member	Asst professor	
K.Kartheek babu	Member	Asst professor	
I.Seetharamarao	Member	Asst professor	
A.V. Ramana	Member	Asst professor	
K.V.Ramesh	Member	Asst professor	

**Discussions and Resolutions:**

The committee members are ensured that the GRIEVANCES will be sorted out within one week





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Student counseling/ Grievance Redressal committee

27/02/2019

### CIRCULAR

All the members of Student counseling/ Grievance Redressal committee to attend a meeting which will be held in English Lab at 3pm on 28/02/2019.

#### Agenda of the meeting:

To look into the un-cleaned and dirty washrooms

Any matter related to internal complaints

Discussing about the past performance in the way of student counseling

#### Members

J,PunnamiDevi	Coordinator	Asst professor	
K.Chandrika	Member	Asst professor	
N.Surekha	Member	Asst professor	
O.V.Sai Kiran	Member	Asst professor	
K.Kartheek babu	Member	Asst professor	
I.Seetharamarao	Member	Asst professor	
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Coordinator



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**Student counseling/ Grievance Redressal committee**

28/02/2019

**Minutes of the Meeting of the STUDENT COUNSELING/ GRIEVANCES REDRESSAL COMMITTEE Conducted in the English Lab on 28/02/2019**

We discussed that any internal complaints in the Departments and

To look into the un-cleaned and dirty washrooms

Discussing about the past performance in the way of student counseling

**MEMBERS:**

J,PunnamiDevi	Coordinator	Asst professor	
K.Chandrika	Member	Asst professor	
N.Surekha	Member	Asst professor	
O.V.Sai Kiran	Member	Asst professor	
K.Kartheek babu	Member	Asst professor	
I.Seetharamarao	Member	Asst professor	
A.V. Ramana	Member	Asst professor	
K.V.Ramesh	Member	Asst professor	

The Students are requested to state his grievances and from the discussions it appears that his grievance mainly include about the hygienic of washrooms and toilets.

It was Informed to the concerned department and particularly ordered to have a periodic check of maintaining cleaning of the washrooms and toilets was decision taken after discussion.

Discussing about th past performance and present and guiding them towards future path



Coordinator