



## RISE KRISHNA SAI PRAKASAM GROUP OF INSTITUTIONS::ONGOLE

(Approved by AICTE-NEW DELHI, Affiliated to JNTUK KAKINADA)  
(An ISO 9001:2015 certified Institute, NBA accredited for B.Tech. in ECE,EEE,CE,CSE,ME)  
NH-16, Valluru-523272, Ongole, Prakasam District, A.P

### Grievance Redressal Cell

Date: 17-08-2022

RPRA/Committee Formation/2022-23/SC&GRC

Student counseling /Grievance Redressal Committee is constituted with the following members  
w.e.f.17/08/2022

S.No	Name of the Faculty	Department	College Designation	Role	Phone No
1.	Dr.K.Sreenivas	S & H	Professor	coordinator	9908786858
2.	S.Sampath Kumar	Civil	Asst. Professor	Member	8801504868
3.	N.Surekha	EEE	Associate Professor	Member	9885272061
4.	D.Pitchaiah	Mech	Asst. Professor	Member	8142402551
5.	K. Rajyam	ECE	Asst. Professor	Member	7893434740
6.	K.Purna Chandra Rao	CSE	Associate Professor	Member	9866716346
8	A.V.Ramana	MCA	Asst. Professor	Member	7382619792
9	P.Sreenivasulu	MBA	Asst. Professor	Member	7981311062

#### OBJECTIVES:

1. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized
2. Advising all the Students to refrain from inciting haughty manner with the fellow Students, teachers and College administration
3. The member of the committee is further informed to conduct regular meetings with the mentors of the respective departments
4. The above members of the Grievances Redressal committee shall meet Twice in a semester or as per the demand of the situation, discuss about issues and submit the minutes of meeting to the undersigned from time to time.
5. Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College

Copy to:

1. PA to Principal for filing
2. All HODS
3. Coordinator
4. All Committee Members
5. Notice Boards
6. Class Rooms

Principal  
PRINCIPAL  
RISE KRISHNA SAI PRAKASAM  
GROUP OF INSTITUTIONS  
VALLURU - ONGOLE.



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## Student Grievance Redressal committee

18-08-22

### CIRCULAR

All the members of Student counseling/ Grievance Redressal committee are requested to attend a meeting which will be in English lab at 1:30pm on 19/08/2022

#### Members

Dr.A.V.Bhaskar Rao	Principal	Chairman
Dr.K.Sreenivas	coordinator	Professor
S.Sampathkumar	Member	Asst Professor
N.Surekha	Member	Associate Professor
D.Pitchaiah	Member	Asst Professor
k.Rajyam	Member	Asst Professor
K. Purna Chandra Rao	Member	Associate Professor
A.V.Ramana	Member	Asst Professor
P.Sreenivasulu	Member	Asst Professor

  
Coordinator





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**Student Grievance Redressal committee**

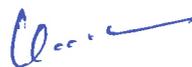
19/08/2022

Minutes of the Meeting of the STUDENT COUNSELING/ GRIEVANCES REDRESSAL COMMITTEE  
Conducted in Principal Chamber at 1:30pm on 19/08/22

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

## Members

NAME	ROLE	DESIGNATION
Dr.A.V.Bhaskar Rao	Chairman	Principal
Dr.K.Sreenivas	coordinator	Professor
S.Sampathkumar	Member	Asst Professor
N.Surekha	Member	Associate Professor
D.Pitchaiah	Member	Asst Professor
k.Rajyam	Member	Asst Professor
K. Purna Chandra Rao	Member	Associate Professor
A.V.Ramana	Member	Asst Professor
P.Sreenivasulu	Member	Asst Professor

  
Coordinator





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## Student Grievance Redressal committee

24/09/22

### CIRCULAR

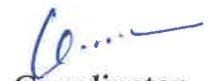
All the members of Student counseling/ Grievance Redressal committee are requested to attend a meeting which will be held in English lab at 3pm on 26/09/2022

#### AGENDA

1. To discuss activities to be conducted for creating awareness among the students of the institute
2. Any other items with the permission of the principal

#### Members

NAME	ROLE	DESIGNATION
Dr.K.Sreenivas	coordinator	Professor
S.Sampathkumar	Member	Asst Professor
N.Surekha	Member	Associate Professor
D.Pitchaiah	Member	Asst Professor
k.Rajyam	Member	Asst Professor
K. Purna Chandra Rao	Member	Associate Professor
A.V.Ramana	Member	Asst Professor
P.Sreenivasulu	Member	Asst Professor

  
Coordinator





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## Student Grievance Redressal committee

26/09/2022

Minutes of the Meeting of the STUDENT COUNSELING/ GRIEVANCES REDRESSAL COMMITTEE  
Conducted in the English lab at 3pm on 26/09/2022

We discussed about activities to be conducted for creating awareness among the students of the institute

### MEMBERS:

NAME	ROLE	DESIGNATION
Dr.K.Sreenivas	coordinator	Professor
S.Sampathkumar	Member	Asst Professor
N.Surekha	Member	Associate Professor
D.Pitchaiah	Member	Asst Professor
k.Rajyam	Member	Asst Professor
K. Purna Chandra Rao	Member	Associate Professor
A.V.Ramana	Member	Asst Professor
P.Sreenivasulu	Member	Asst Professor

Complaints received: NIL

Action Taken Report: NIL



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NH-16, Valluru,-523272, Ongole, Prakasam District, A.P  
**Student Grievance Redressal committee**

15/12/2022

## CIRCULAR

All the members of Student counseling/ Grievance Redressal committee are requested to attend a meeting which will be held in English lab at 3pm on 16/12/2022

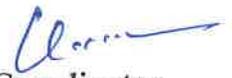
### AGENDA

To discuss the maintaining the class room fans which are not working.

Any matter related to internal complaints.

### Members

NAME	ROLE	DESIGNATION
Dr.K.Sreenivas	coordinator	Professor
S.Sampathkumar	Member	Asst Professor
N.Surekha	Member	Associate Professor
D.Pitchaiah	Member	Asst Professor
k.Rajyam	Member	Asst Professor
K. Purna Chandra Rao	Member	Associate Professor
A.V.Ramana	Member	Asst Professor
P.Sreenivasulu	Member	Asst Professor

  
Coordinator





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**Student Grievance Redressal committee**

16/12/2022

Minutes of the Meeting of the student counseling/ grievances redressal committee held in English lab at 3pm on 16/12/2022

## AGENDA

- To discuss the maintaining the class room fans which are not working.
- Any matter related to internal complaints

NAME	ROLE	DESIGNATION
Dr.K.Sreenivas	coordinator	Professor
S.Sampathkumar	Member	Asst Professor
N.Surekha	Member	Associate Professor
D.Pitchaiah	Member	Asst Professor
k.Rajyam	Member	Asst Professor
K. Purna Chandra Rao	Member	Associate Professor
A.V.Ramana	Member	Asst Professor
P.Sreenivasulu	Member	Asst Professor

It was order to have a periodic check of maintenance of the class room fans.

  
Coordinator





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**Student Grievance Redressal committee**

3/03/2023

## CIRCULAR

All the members of Student counseling/ Grievance Redressal committee are requested to attend a meeting which will be held in English Lab at 3pm on 04/03/2023.

### Agenda of the meeting:

Thankful to the Administration  
To discuss the Untidy of wash rooms.  
Any matter related to internal complaints

### Members

NAME	ROLE	DESIGNATION
Dr.K.Sreenivas	Coordinator	Professor
S.Sampathkumar	Member	Asst Professor
N.Surekha	Member	Associate Professor
D.Pitchaiah	Member	Asst Professor
k.Rajyam	Member	Asst Professor
K. Purna Chandra Rao	Member	Associate Professor
A.V.Ramana	Member	Asst Professor
P.Sreenivasulu	Member	Asst Professor

*(Handwritten signatures and initials next to the table rows)*

*(Handwritten signature)*  
Coordinator





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## Student Grievance Redressal committee

04/03/2023

Minutes of the Meeting of the student counseling/ grievances redressal committee Conducted in the English Lab at 1:30pm on 04/03/2023.

We are very much thankful to Administration for the periodic check of maintenance of the class room fans.

To discuss the Untidy of wash rooms

We discussed that any internal complaints in the Departments

### MEMBERS:

NAME	ROLE	DESIGNATION
Dr.K.Sreenivas	coordinator	Professor
S.Sampathkumar	Member	Asst Professor
N.Surekha	Member	Associate Professor
D.Pitchaiah	Member	Asst Professor
k.Rajyam	Member	Asst Professor
K. Purna Chandra Rao	Member	Associate Professor
A.V.Ramana	Member	Asst Professor
P.Sreenivasulu	Member	Asst Professor

It was order to have a Regular cleaning of wash rooms for the purpose of hygienic for the students

  
Coordinator





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**Student Grievance Redressal committee**

Date: 20-05-23.

## ANNUAL REPORT

To  
The IQAC Chairman,  
RISE Krishna Sai Prakasam Group of Institutions,

Sub: Student Grievance Redressal committee Annual report for A.Y:2022-23 – Reg.  
Respected Sir,

The committee has formed on 17-08-22 with the Dr.K.Sreenivas as coordinator and with below specified members and committee has gathered for 4 meetings for discussing various activities to be conducted for the quality improvement academically and non-academically and the minutes of meetings are recorded with the resolutions as specified below

### Committee members list

S. No	Name of the Faculty	Department	° Committee Designation
1	Dr.K.Sreenivas	S & H	Coordinator
2	S.Sampathkumar	Civil	Member
3	N.Surekha	EEE	Member
4	D.Pitchaiah	Mech	Member
5	k.Rajyam	ECE	Member
6	K. Purna Chandra Rao	CSE	Member
7	A.V.Ramana	MCA	Member
8	P.Sreenivasulu	MBA	Member

### Resolutions

S. No	Resolutions	Date of Resolution raised	Responsible person	Resolution Status with date of completion
1	It was order to have a periodic check of maintaining the class room fans which are not working	15-12-22	Coordinator	17-12-22
2	It was order to have a periodic check of maintaining cleaning of washrooms and toilets	4-03-23	Coordinator	6-03-23

It's my previliage to convey my heart felt regards to our IQAC chairman sir for selecting me as coordinator and hoping the same support in future for conducting more activities.

Thanking You sir



*[Handwritten signature]*



*[Handwritten signature]*  
Coordinator