



G.V.R & S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved By AICTE – Affiliated to JNTUK, Kakinada)

Ganginenipuram, Near Budampadu, Guntur, Andhra Pradesh – 522 013.

E-mail: gvrs_cet@yahoo.com Web site: www.gvrs.ac.in **EAMCET CODE: GVRS**

STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

OBJECTIVE:

In order to address the issues raised by the college's students, a Student Grievance Redressal Committee was established with the following goals in mind:

- To establish a forum where students may voice issues with both academic and non-academic issues.
- Encouraging students to voice their complaints and issues in an open and honest manner without worrying about retaliation.
- Recommendation or grievance A box has been placed in front of the principal's office where students who wish to stay anonymous can file complaints and offer recommendations for enhancing the college's administration and academic programs.
- Ask the students for ideas on how to make things better.
- Take the required actions to improve in light of the complaints.

SCOPE:

The Committee addresses written grievances from students on any of the following issues:

- Academic matters, financial matters, other matters pertaining to certain concerns regarding hygienic conditions, canteen facilities, issues pertaining to women, etc.

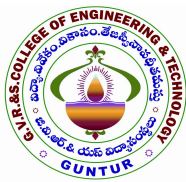
The Committee has formal meetings to discuss all issues and prepares a report detailing the number of cases received, handled, and any pending cases that need higher authorities' direction and guidance. Students can be assured by the college that their complaints would be handled in confidence once they are made.

Procedure:

- The Student Grievance Redressal Committee's setting for students is well known.
- Students are welcome to file a written complaints and submit it in the first-floor suggestion box, or deliver it verbally, send it in writing to the principal or the professor in charge, or file it online.
- The cases that have been forwarded, along with the required paperwork, will be handled by the SGRC.
- The relevant party is informed after the SGRC has resolved the matter.
- Every step of the Grievance Mechanism process will be appropriately recorded and documented.

Signature of the Principal

PRINCIPAL
GVR & S College of Engineering & Technology,
Budampadu, GUNTUR-17.



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1	DR.P. BHASKAR NAIDU	Chairperson	CSE
2	DR. TVSRK PRASAD	Member	MECH
3	DR. SK. SAJEEDA PARVEEN	Member	CSE
4	MR.T.LINGAIAH	MEMBER	EEE
5	MRS. J. SOWJANYA	MEMBER	ECE
6	MR.Y.MAHENDRA BABU	MEMBER	MBA
7	MRS.S.AMMAJI	MEMBER	BS&H

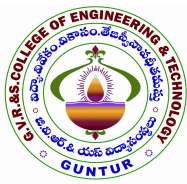
STUDENT COORDINATORS

1	U.ABHISHEK	COORDINATOR	AIML
2	P.AVINASH	COORDINATOR	AIDS
3	V.SWATHI	COORDINATOR	ECE
4	B.YOGITHA	COORDINATOR	CSE
5	G.GOWRI SHANKAR	COORDINATOR	MBA
6	J.RATNA BABU	COORDINATOR	BS&H

Signature of the Principal

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STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

MINUTES OF OPENING MEETING 2024-2025

Date of Meeting: 15-11-2024

Venue: Seminar Hall

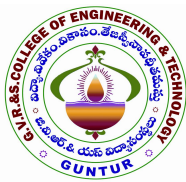
Student Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Student Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of both the staff and the students. Since the inception of the college, the Committee has been under the direct preview of the Principal.

The following items were discussed during the meeting:

1. To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
2. To accept written grievances from students and staff related to the system. To create and implement a mechanism to handle the reported grievances.
3. To forward the findings to the Management if necessary for further action.
4. To attend to the grievances based on the authenticity and gravity of the criticisms made.
5. To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
6. To convene periodical meetings to discuss whether the grievances have been settled.
7. To make a follow-up of these matters at regular intervals till their final disposal.
8. To maintain strict confidentiality, if necessary

Signature of the Principal

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STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

MINUTES OF CLOSING MEETING 2024-2025

Date of Meeting: - 07-04-2025

Venue: - SEMINAR HALL

The following points were discussed during the Student Grievance Redressal Committee Meeting held

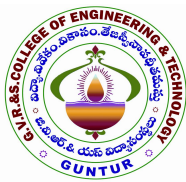
1. Assigning staff members as in charges to receive complaints.
2. Placed number of complaint box at Office of Principal for students to lodge their complaints / suggestions.
3. The report of grievance committee is forwarded to Principal for further action.
4. To discuss and approve the methods of Redressal and appropriate action to be taken in the matter.
5. Any other item with the permission sin of Chalr As per the discussions conducted and the approved minutes in the said meeting action was taken as under.
6. Due to Covid-19 induced pandemic situation and the lockdown imposed thereby, there had been no instances of complaints or grievances registered by the learners in the time period immediately prior to the meeting date.
7. The mechanism of Barie grievance Redressal by the College Student Grievance Redressal Cell was communicated to all the learners through:
 - a. Issuance of Notice to learners.
 - b. Comprehensive information link made available on the College website.

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