

5.1.4(3) Timely Redressal of The Grievance Through Appropriate Committees

Prasanna
PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
MUNNA - 521 212
Vijayawada Rural, NTR Dist., A.P.



VIKAS GROUP OF INSTITUTIONS

(Sponsored by Mother Theresa Educational Society)

Approved by AICTE, New Delhi, PCI, New Delhi & Affiliated to JNTUK, Kakinada

ISO 9001 : 2015 Certified

Nunna - 521 212, Vijayawada Rural, A.P. India.

Email: principal.9t@gmail.com

Date: 13-09-2023

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 13-09-2023 to review the representations/ Grievances of the students if any.

A letter of representation has been received from the students of II CSE & IV ECE requesting the requesting for soft skills classes for them.

The committee has accepted their representation and called the TPO and instructed the TPO to arrange the soft skills classes for students of all the departments.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. P. S. Srinivas	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)
6.	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female)

PSSUN
PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

PSSUN
Principal

Nunna,
04-07-202

To, The Principal Sir,
Vikas college of engg,
Nunna,

Sub: Requesting for the soft skill classes.

Respected Sir,

We are studying IV CSE & IV ECE departments.
we need soft skill classes for the improvement of our
knowledge in solving problems & manage the work. so, please
provide soft skill classes to us.

Thanking You Sir

Shravya Faithful

22971A0529 - Sr. Nand


29971A0533 - J. Rajitha

22971A0537 - K. Hanu

21975A0405 - S. Nand

21975A0408 - D. Gopika

20971A0425 - P. Nand


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Date: 13/07/2023

GRIEVANCE REDRESSAL COMMITTEE

2023-24

Grievance Redressal Committee has been reconstituted with the following members.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. P. S. Srinivas	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Konanki Srinivasa Rao	Asst. Professor, EEE	Member
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)
7.	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female)

PSSUops

PSSUops
Principal

PRINCIPAL/DIRECTOR
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Date: 05-04-2023

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 05-04-2023 to review the representations/ Grievances of the students if any.

- A letter of representation has been received from the students of I ECE & I CSE requesting the requesting for Communication Skills classes for them.

The committee has accepted their representation and called the TPO and instructed the TPO to arrange the Communication Skills classes for I Year students of all the departments.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. P. S. Srinivas	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Konanki Srinivasa Rao	Asst. Professor, EEE	Member
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)
7.	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female)

PSS/2023
PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

PSS/2023
Principal

3-4-2023
Nunna.

To

The Principal,
Vikas Group of Institutions,
Nunna.

Sub: Requesting for Communication Skills classes.

Respected Sir,

We are the students of I-ECE & I-CSE
of Vikas Group of Institutions.

Many students doesn't have certain
communication skills to speak. So please kindly
conduct communication skills class for us

Thanking You

Yours faithfully,

229TA0401 - A. Jorinusa Rao

229TA0402 - St. Jameer

229TA0403 - T. David Vani

229TA0506 - B. Chinnu

229TA0513 - b. Suman

229TA0514 - Ch. Jayy S

ASUN
PRINCIPAL/DIRECTOR
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Date: 20-10-2022

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 20-10-2022 to review the representations/ Grievances of the students if any.

A letter of representation has been received from the students of II CSE & III Civil mentioning the requirement of the drinking water supply and taps.

The committee has accepted their representation and called for plumber and instructed to complete the damages of taps and check the regular maintenance of water supply.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. P. S. Srinivas	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Konanki Srinivasa Rao	Asst. Professor, EEE	Member
5.	Darisi Venkata Suncetha	Asst. Professor, Agri	Member (Female)
6.	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female)

PSS2022

PSS2022
Principal

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

Nunna,
17-10-2022

To, The Principal,
VIKAS college of engineering,
Nunna,

Sub:- Request for the requirement of the drinking water
supply & taps.

Respected sir,
we are the students of II CSE & II CIVIL
engineering of vikas college. we need to require taps & check the
regular maintenance of water supply.

Thanking You sir,

Yours faithfully,

219TA0503 - A. Anurag

219TA0509 - B.V. Naveen R.

219TA0548 - N. Pavani

219TA0102 - Md. Farooq

219TSA0103 - M. Kumar, Kumar

M.S. Lakshmi
PRINCIPAL/DIRECTOR
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Date: 13-09-2022

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 13-09-2022 to review the representations/ Grievances of the students if any.

A letter of representation has been received from the students of III Pharmacy requesting for the extra water taps in Laboratories.

The committee has accepted their representation and called the plumbers and instructed them to arrange the extra water taps in all Laboratories.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. P. S. Srinivas	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Konanki Srinivasa Rao	Asst. Professor, EEE	Member
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)
7.	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female)

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PRINCIPAL/DIRECTOR
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Email: principal.9t@gmail.com

Date: 05/09/2022

GRIEVANCE REDRESSAL COMMITTEE

2022-23

Grievance Redressal Committee has been reconstituted with the following members.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. P. S. Srinivas	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Konanki Srinivasa Rao	Asst. Professor, EEE	Member
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)
7.	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female)

PSS

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

PSS
Principal

Nunna,
30/08/2022.

To,
The principal,
VIKAS GROUP OF INSTITUTIONS,
NUNNA.

Sub:- Requesting for the extra water taps in the laboratories

Respected Sir,

we are the students of IIIrd pharmacy students of vikas Group of Institutions, we need extra water taps in the Laboratories. So please consider our request and do needful favour.

Thanking you Sir,

Yours faithfully,

209T/R0025 - D. Sruja.

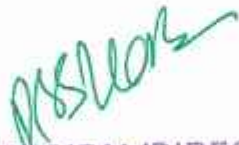
209T/R0028 - G. Mounika

209T/R0032 - J. Satish

209T/R0048 - ~~A. Gayatri~~ Kuni

209T/R0078 - V. Suresh Kumar

209T/R0083 - J. Sudhanya


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Date: 22-04-2022







GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 22-04-2022 to review the representations/ Grievances of the students if any.


A letter of representation has been received from the students of I ECE & III AGRI mentioning the requirement of benches in the class rooms.

The committee has accepted their representation and called for carpenters and instructed to complete the damaged benches.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal	Chairperson 
2.	Betam Suresh	HOD, CSE	Convener 
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member 
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member 
5.	Kundeti Krishna Rao	Asst. Professor, EEE	Member 
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female) 


Principal


PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

11/04/2022,
Nunna.

To
The Pincipal,
VIKAS GROUP OF INSTITUTIONS,
Nunna.

Sub: Request for the extra benches in classrooms.

Respected sir,

We are studing of I ECE &
III AGRI in our VIKAS GROUP of Institution.
we don't ^{have} sufficient benches in the classrooms,
so, please provide the sufficient benches in
class rooms.

Thanking you sir,

Yours faithfully,

219T1A0401 - B. Naveen.


219T1A0404 - D. Pavan

219T1A0406 - G. Balaji

199T1A03502 - B. Vamsi

199T1A03508 - G. Anurag

199T1A3511 - G. Divya.


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Date: 12-11-2021

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 12-11-2021 to review the representations/ Grievances of the students if any.

A letter of representation has been received from the students of I CSE & I ECE requesting the extra classes for M1 as they are feeling it a bit difficult.

The committee has accepted their representation and instructed the S&H department HOD, Sri R. Hari Babu to arrange extra classes for M1.

The following committee members attended.

S, No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Kundeti Krishna Rao	Asst. Professor, EEE	Member
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)

R/S/Prin

R/S/Prin
Principal

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

Nunna,
9, 11-2021

To,
The Principal,
VIKAS COLLEGE,
Nunna,

Sub:- Requesting for the Extra classy for "M" subject.
We are studying the IETE & I CSE. in our COLLEGE.
Please, Provide Extra classes for "M" subject".

Thanking You Sir,

Yours faithfully,

219T1A0503 - A. Arunkumar
219T1A0508 - B. Ankan R.
219T1A0514 - C. Ganesh
219T1A0404 - d. Pavan
219T1A0406 - G. Babuji.
219T1A0401 - J. Naveen

ASD
PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 312



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Date: 14/09/2021

GRIEVANCE REDRESSAL COMMITTEE

2021-22

Grievance Redressal Committee has been reconstituted with the following members.

S. No.	Name of the Member	Qualification and Position	Position
1	Dr. B. Ramamohana Rao	Principal	Chairperson
2	Betam Suresh	HOD, CSE	Convener
3	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5	Kundeti Krishna Rao	Asst. Professor, EEE	Member
6	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)
7	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female)

Principal

Principal
Principal

PRINCIPAL/DIRECTOR
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Date: 14/05/2021

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 14/05/2021 to review the representations/ Grievances of the students if any.

A letter of representation has been received from girl students of IV year ECE and III EEE complained about the maintenance of wash rooms in the girls waiting hall.

The committee has accepted their representation and instructed Dr Neelima to look into the issue and asked her to monitor the regular maintenance of wash rooms in the girls waiting hall.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Kundeti Krishna Rao	Asst. Professor, EEE	Member
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)
7.	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female)

AS/Dean

Principal

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

Nunna,
13/05/2021.

To,
The Principal,
Vikas College of Engineering,
Nunna,

Sub:- Request to Provide, maintenance of water supply
in the laundry - Room, Girls waiting hall in wash room

Respected Sir,

We are the students of II-CSE, ECE of
Vikas college. We need to apply maintenance of Wash
Room in Girls waiting Room. we Request to Provide these
facilities for our Personal hygiene.

Thanking You Sir,

Yours faithfully

189T5A0401 - A. Usha Rani

189T5A0404 - P. Susha Rani

189T5A0403 - E. V. Rupam

189T1A0203 - D. Lakshmi

189T1A0205 - J. Nandini

189T5A0207 - J. Lakshmi Venkatesh

P. S. Venkatesh
PRINCIPAL/DIRECTOR
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Date: 07/12/2020

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 07/12/2020 to review the representations/ Grievances of the students if any.

A letter of representation has been received from the students of II MECH & IV AGRI maintenance of drinking water supply in the college.

The committee has accepted their representation and called for the plumber and instructed to repair and maintain the water supply without any interruption.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal	Chairperson <i>BRM</i>
2.	Betam Suresh	HOD, CSE	Convener <i>BS</i>
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member <i>PVP</i>
4.	Kundeti Krishna Rao	Asst. Professor, EEE	Member <i>KR</i>
5.	Darisi Venkata Suncetha	Asst. Professor, Agri	Member (Female) <i>DVS</i>
6.	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female) <i>KS</i>

Principal
PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

Principal
Principal

4-12-2020,
Nunna.

To

The Principal,
Vikas Group of Institution,
Nunna.

Sub:
Requesting to Provide certain water supply.

Respected Sir,

We are the students of II-mech &
IV-Agri of Vikas Group of Institutions.

We are facing problem with water supply
interruption it is exceeding more and looks bad.

So please provide and fix the issue with repairing
the pipes and maintenance.

Thanking You.


PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

Yours faithfully

199T1A0314 - V. Rakesh
20975A0301 - B. Jagadeesi
199T1A0310 - N. Prudhvi
179T1A3514 - K. Suresh
179T1A3520 - K. Umisha
179T1A3521 - N. Naveen



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Date: 19/11/2020

GRIEVANCE REDRESSAL COMMITTEE

2020-21

Grievance Redressal Committee has been reconstituted with the following members.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Kundeti Krishna Rao	Asst. Professor, EEE	Member
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)
7.	Kancharla Sowjanya	Asst. Professor, Mech	Member (Female)

Principal

Principal
Principal

PRINCIPAL/DIRECTOR
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Email: principal.9t@gmail.com

Date: 23-01-2020

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 23-01-2020 to review the representations/ Grievances of the students if any.

A letter of representation has been received from girl students of II year CSE and ECE complained about the maintenance of wash rooms in the girls waiting hall.

The committee has accepted their representation and called instructed Dr Neelima to look into the issue and asked her to monitor the regular maintenance of wash rooms in the girls waiting hall.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal	Chairperson
2.	Betam Suresh	HOD, CSE	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female)
6.	Kukkala Durga	Asst. Professor, Mech	Member (Female)

Handwritten signature in green ink

Handwritten signature in green ink
Principal

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

22/01/2020,
Nunna.

TO
The Principle,
VIKAS GROUP OF INSTITUTIONS,
Nunna.

Sub: Request to Provide, maintance of wash room
in girls waiting hall.

Respected sir,

We are the students of
IInd CSE & ECE in VIKAS GROUP of Institutions. We
are requesting to ^{regular} maintance of wash rooms in the
girls waiting hall.

Thanking you sir,

Yours faithfully,

189TIA0507 - B. Krishnaveni


189TIA0521 - E. Pavithra

199TIA0528 - Y. Vijaya Lakshmi

199TSA0408 - P. Ranthi

189TIA0460 - Y. Pashwati

189TIA0444 - S. Sneha


PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
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Nunna - 521 212, Vijayawada Rural, A.P. India.

Email: principal.9t@gmail.com

Date: 14-10-2019

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 14-10-2019 to review the representations/ Grievances of the students if any.

A letter of representation has been received from the students of IV Agri & III Civil Engineering requesting the extra CRT classes in the Departments.

The committee has accepted their representation and called the TPO and instructed the TPO to arrange the extra CRT classes for III and IV Year students of all the departments.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal	Chairperson <i>Bm</i>
2.	Betam Suresh	HOD, CSE	Convener <i>St</i>
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member <i>PVP</i>
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member <i>S.R.</i>
5.	Govada Vaddikasulu	Asst. Professor, EEE	Member <i>G.V.</i>
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female) <i>D.V.</i>
7.	Kukkala Durga	Asst. Professor, Mech	Member (Female) <i>K.D.</i>

P.S. Rao

Principal
Principal

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

18-10-2019

Nunna,

TO

The principal

VIKAS GROUP OF INSTITUTIONS

Nunna.

Sub:- Request to arrange extra CRT classes

Respected sir,

We are the students of III civil & IV Agri of Vikas Group of Institutions. We need extra CRT classes for our department. Can you please arrange extra CRT classes.

Thanking you Sir,

Your's faithfully

Bokimata, Ambika
(169TIA3511)

(169TIA3512) KH. Buchi Raju

(169TIA3519) K. Raja Sekhar

179TIA0114 G. Jitendra

179TIA0111 D. Mahesh Babu

Principal
PRINCIPAL/DIRECTOR/79714011 O. D. Karbhari
VIKAS GROUP OF INSTITUTIONS
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Nunna – 521 212, Vijayawada Rural, A.P. India.

Email: principal.9t@gmail.com

Date: 04/07/2019

GRIEVANCE REDRESSAL COMMITTEE

2019-20

Grievance Redressal Committee has been reconstituted with the following members.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal	Chairperson <i>[Signature]</i>
2.	Betam Suresh	HOD, CSE	Convener <i>[Signature]</i>
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member <i>[Signature]</i>
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member <i>[Signature]</i>
5.	Govada Vaddikasulu	Asst. Professor, EEE	Member <i>[Signature]</i>
6.	Darisi Venkata Suneetha	Asst. Professor, Agri	Member (Female) <i>[Signature]</i>
7.	Kukkala Durga	Asst. Professor, Mech	Member (Female) <i>[Signature]</i>

[Signature]

[Signature]
Principal

PRINCIPAL/DIRECTOR
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Email: principal.9t@gmail.com

Date: 22-04-2019

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 22-04-2019 to review the representations/ Grievances of the students if any.

A letter of representation has been received from the students of II Pharmacy requesting the requirement of boards in the class rooms.

The committee has accepted their representation and called for carpenters and instructed to complete the replacing boards.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal / Director	Chairperson
2.	Buddiga Jamindar	HOD, AGRI	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Govada Vaddikasulu	Asst. Professor, EEE	Member
6.	Vijaya Deepthi Pachigolla	Asst. Professor, Agri	Member (Female)
7.	Kukkala Durga	Asst. Professor, Mech	Member (Female)

Principal

Principal
Principal

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

9-4-19,
Nunna,

To

The Principal,
Vikas Group of Institution,
Nunna.

Sub : Request to provide proper boards for
the classes.

Respected Sir,

We are the students of II-Pharmacy
of Vikas Group of Institution. We need replacement
of old boards.

The black boards are become blur
and the students are suffered to focus on it
due to uncondition of board maintenance.

So please kindly replace the black boards.

Thanking You Sir,

Yours Faithfully,



PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
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179TIR0024 - T. Arun

179TIR0039 - M. Vinu

179TIR0051 - P. Lalitha

179TIR0076 - Y. S. S. S.

179TIR0074 - D. Y. S.



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Email: principal.9t@gmail.com

Date: 07-12-2018

GRIEVANCE REDRESSAL COMMITTEE MEETING

Grievance Redressal Committee convened a meeting on 07-12-2018 to review the representations/ Grievances of the students if any.

A letter of representation has been received from the students of III ECE & II EEE maintenance of drinking water supply in the college.

The committee has accepted their representation and called for the plumber and instructed to repair and maintain the water supply without any interruption.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal	Chairperson
2.	Buddiga Jamindar	HOD, AGRI	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Govada Vaddikasulu	Asst. Professor, EEE	Member
6.	Vijaya Deepthi Pachigolla	Asst. Professor, Agri	Member (Female)

Principal

Principal
Principal

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

5-12-2019,
Nunna,

To, The Principal,
VIKAS college of engineering,
Nunna,

Sub:- Request to provide & maintenance of water supply
in the campus - Reg.

Respected Sir,

We are the students of III ECE & II EEE
of VIKAS COLLEGE. We need to plenty of water supply
in our college. We request to provide water supply for our
personal hygiene.

Thanking You Sir,

Yours faithfully,

K. Naresh - 169T1A0410,

Ch. Sanjeev - 189T5A02

R. Sunny - 169T1A04

P. C. - 179T1A0213

Principal

PRINCIPAL/DIRECTOR
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Email: principal.9t@gmail.com

Date: 21-09-2018

GRIEVANCE REDRESSAL COMMITTEE MEETING

- * Grievance Redressal Committee convened a meeting on 21-09-2018 to review the representations/ Grievances of the students if any.

A letter of representation has been received from the students of II CSE & II Mech mentioning the requirement of benches in the class rooms.

The committee has accepted their representation and called for carpenters and instructed to complete the damaged benches.

The following committee members attended.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal / Director	Chairperson
2.	Buddiga Jamindar	HOD, AGRI	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Govada Vaddikasulu	Asst. Professor, EEE	Member
5.	Vijaya Deepthi Pachigolla	Asst. Professor, Agri	Member (Female)
6.	Kukkala Durga	Asst. Professor, Mech	Member (Female)

AS 2018

Principal
Principal

PRINCIPAL/DIRECTOR
VIKAS GROUP OF INSTITUTIONS
NUNNA-521 212

13/09/2018,
Nunna.

To
The Principal,
VIKAS GROUP OF INSTITUTIONS,
Nunna.

Sub: Request to provide proper Benches in
classes

Respected Sir,

We are the students of
IIcse & II mech of VIKAS GROUP OF INSTITUTIONS
we need proper benches in the clas
room. we request you to provide bench
or replace the damaged benches in th
class rooms

Thanking you Sir,
yours faithfully

189TSA0312 - K. Satish.

189TSA0316 - Jeja.

179TIA0520 - Narayana

179TIA0559 - Susmitha

179TIA0548 - M. Manas


PRINCIPAL/DIRECTOR
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Email: principal.9t@gmail.com

Date: 05/07/2018

GRIEVANCE REDRESSAL COMMITTEE

2018-19

Grievance Redressal Committee has been reconstituted with the following members.

S. No.	Name of the Member	Qualification and Position	Position
1.	Dr. B. Ramamohana Rao	Principal / Director	Chairperson
2.	Buddiga Jamindar	HOD, Agri	Convener
3.	Pabbiseti Venkateswara Prasad	Assoc. Professor, Civil	Member
4.	Gaddam Sekhar Reddy	Asst. Professor, ECE	Member
5.	Govada Vaddikasulu	Asst. Professor, EEE	Member
6.	Vijaya Deepthi Pachigolla	Asst. Professor, Agri	Member (Female)
7.	Kukkala Durga	Asst. Professor, Mech	Member (Female)

Bhuma
Principal

Principal
PRINCIPAL/DIRECTOR
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Email: principal.9t@gmail.com

Date: 09-06-2014.


Standard Operating Procedures (SOP) of Grievances Redressal Mechanism

In pursuance of approval passed in the Governing Body meeting held on 15th April, 2014, it is decided to prepare the **Standard Operating Procedure (SOP) for Faculty & Student Grievances Redressal Mechanism.**

The SOP for the Faculty and Student Grievances Redressal Mechanism would serve as detailed guidelines to be observed and followed with immediate effect.

Thanking you,


Principal


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PREFACE

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Cell (GRC) is formed in Vikas Group of Institutions. Grievance Redressal Cell facilitates the resolution of grievances in a fair and impartial manner involving the respective Department (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality, as the case may be. The stakeholders with genuine grievances may approach Grievance Redressal Cell to submit his/her grievances in writing, through varied channels like Complaint boxes, feedback, Meeting the Head of the Department or Principal directly, email to the Principaletc.

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Email: principal.9t@gmail.com

OBJECTIVE

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Redressal Cell has been constituted for the redressal of the problems/grievances reported by the students of the College with the following objectives:

- To Uphold the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student teacher relationship etc.
- To provide the Faculty and Students access to immediate, hassle free resource to have their grievances redressed.
- To ensure that the views of grievant and respondent are respected and that any party to a grievance is not discriminated or victimized.
- To ensure a fair, impartial and consistent way for redressal of various complaints lodged by the stakeholders.
- To advise Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever rift arises.

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COMPOSITION OF THE COMMITTEE

- The committee shall comprise of Principal, HODs and senior Faculty members.
- Principal of the college shall be the Chairman of the committee.
- Members of the committee shall be nominated by the Chairperson.
- The faculty representatives nominated by HODs would be forwarded to the Chairman for approval, as the members of the committee.

SCOPE OF THE GRIEVANCES

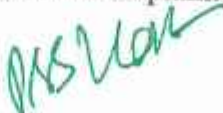
May be related to any of the following matters:

- Academic Matters – Issues related to assessment, attendance, marks, and other examination related matters etc.
- Financial Matters – Issues related to charging of fees, scholarships and payments
- Administration Matters – Issues related to infrastructure, basic amenities, sanitation, transport or victimization.
- Faculty Matters - Issues related to work load, compensation, including disciplinary actions that impact pay, such as suspension without pay, reduction in pay, or demotion, working conditions, infringement of academic freedom, and the interpretation of a rule, regulation or policy.
- Students Code of Conduct Matters - Harassment and Ragging by colleague students or teachers etc.

GRIEVANCE RECEIVING MECHANISM

Anyone with a genuine grievance can post it, to GRC along with necessary documents. The grievance shall be reported by using any of the following modes:

- Report submission in person by approaching the Chairman of the Committee
- Through e-mail to principal.9t@gmail.com
- Dropping the grievances in the Suggestion/Complaint Boxes placed in the institute premises.


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- Voice out the Grievances in the Quality Circle Committee meeting at the departmental Level
- Online submission of Grievance form, through Feedbacks
- Reporting the grievance to the Students Counsellors meeting.
- Reporting Hostel Grievances (by Hostellers) through complaint Note or directly to Hostel Resident Tutor.

INCLUSIONS

Grievances Redressal cell shall receive and redress grievances relating to the following

Issues:

- Academic issues: pertaining to teaching learning activities.
- Student-teacher, student - student relationships.
- Internal evaluation and award of internal assessment marks.
- Complaint related to library and IT services.
- Grievances related to hostel - food, water, electricity, safety, security, etc.
- Grievance related to transport facilities.
- Grievances related to selection / participation in sports and cultural activities.
- Grievances related to gender issues and harassment. However they would bespecifically (or exclusively) redressed by POSH (Prevention of Sexual Harassment)committee.
- Grievance related to ragging; however, the matter would be referred to anti-raggingcommittee for appropriate redressal.
- Grievances related to behavior of Faculty, office staff/Non-Teaching Staff.
- Grievances related to delay in issuance of records and documents from office /Department.
- The departmental level grievances are attended by the concerned class Coordinators,Mentors, Counsellors and Department Heads.

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- The student coordinators and department faculty coordinators of grievance redressal committee would act as facilitators to communicate and sort out the grievances at the department.
- Unresolved grievances at the departmental level are referred to the Grievance Redressal Committee of the institution, chaired by the Principal.

EXCLUSIONS:-

The Grievance Redressal Committee shall not entertain the following issues:

- Decisions of the Management, Governing body and other Administrative or Academic Committees of the institution.
- Decisions with regard to the award of scholarship, fee concessions, medals, etc.
- Decisions with regard to the work load, including disciplinary actions that impact pay, working conditions, infringement of academic freedom.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any course/s offered by the Institute.
- Decisions by the competent (University / Institute) authority on assessment and examination results.

GRIEVANCE REDRESSAL MECHANISM

Minor Issues:

- Collection of grievances through various modes such as in person, email, suggestion box, online Grievances form, Feedback, Quality Circle Committee meeting, counselors meet, Class advisors and Head of the Departments.
- Analyze the issue with the committee members and Concerned Persons.
- Identifying alternate course of actions and Finding the best feasible solution to address grievance.
- Report submitted to Principal.
- Implementing the solution to resolve the grievance.

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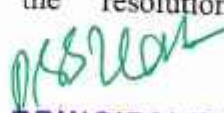
- Collecting feedback from the person concerned, relating to grievance redressal.
- A meeting is conducted periodically to discuss the posted issues and effectiveness of feasible solutions in resolving the posted grievances. However, based on the severity of the problems, meetings would be conducted immediately to solve the problem.

Major Issues:

- After the receipt of the posted grievance from the aggrieved, the Chairman of GRC shall fix the date, time and venue of the meeting after having a discussion with the members.
- The meeting shall be scheduled within seven days from the date of the notice.
- All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of the meeting.
- After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant (aggrieved) to be present in the meeting.
- The aggrieved should convey his or her grievances before the Committee during the meeting and the acknowledgement for having addressed the grievance would be placed on record.
- In case of a minor student (applicant), the student may be accompanied by his or her natural / legal guardian (either father or mother). No other external person shall be allowed other than the aggrieved and Guardian, to the meeting.
- The Committee members should deliberate upon the case in light of the posted grievance of the applicant and the rules to be adhered in the institute. The brief facts, evidences and final recommendations by the Committee members should be recorded in the exclusive minutes of the meeting.
- The minutes should be circulated to all the members of the Grievance redressal Committee for their signatures.
- The decision of the Grievance Redressal Committee should be communicated in writing to the applicant (aggrieved) at the earliest.

SCRUTINY

Grievance Redressal Committee would make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the


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respective department/individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter would be deemed as closed.

APPEAL

- The applicant shall have the right to file an appeal to the Ombudsperson within 15 days from the date of the written communication of recommendations of the committee.
- The applicant shall send written communication to the college conveying his desire to file an appeal to the Ombudsperson. The college shall place the appeal along with all relevant material before the Ombudsperson and inform the applicant accordingly. The Ombudsperson shall within a reasonable time decide the appeal. Final decision would be communicated to the applicant by the college.

ORGANIZATION WIDE AWARENESS

Awareness among stakeholders is created by

- Organizing awareness programs twice in every year (One in each Semester)
- Displaying the grievance registration / receiving / Posting mechanism on
- Notice Boards
- Posters in prominent places of the campus
- Departmental Level Meetings

In view of the above, Vikas Group of Institutions, Vijayawada aims at:

- Promoting cordial Student-Student relationship and Student Teacher relationship.
- Ensuring hassle free resource to have the students' grievances redressed appropriately.
- Assuring a fair, impartial and consistent way for redressal of Grievances lodged by the stakeholders. Advising Students of the College to respect the right and dignity of one another.

Principal

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