



# RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)  
NH-16, Valluru, Ongole, Prakasam (District)-523272

RGAN/Committee Formation/2020-21/GRC/01

Date: 14-12-2020

## Students Counselling & Grievance Redressal Committee Formation

1. A seven-member **Students Counselling & Grievance Redressal Committee** was constituted in the College.
2. The committee is chaired by the principal, who is also the head of the institute.
3. One of the senior faculty members serves as the committee's coordinator.
4. The Remaining members are faculty from each Department.

The Students Grievance Redressal Committee is constituted with the following members  
w.e.f.14/12/2020

S.No	Name of the Faculty	Department	College Designation	Role	Phone No	Signature
1.	Dr.K.V.Subrahmanyam	ECE	Principal	Chairman	9490387654	
2.	Mr.K.Naga Hanumachari	ECE	Associate Professor	Coordinator	9848295912	
3.	Dr.M.Bharathi Devi	CSE	Asst. Professor	Member	9866117389	
4.	Mr.S.K.Bajid Vali	ECE	Assistant Professor	Member	9949347912	
5.	Ms.E.V.Sravani	CIVIL	Asst. Professor	Member	8978769949	
6.	Mr.Ch.Akka Raju	MBA	Asst. Professor	Member	9849223403	
7.	Ms.B.Aparna	S&H	Asst. Professor	Member	9177123461	

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

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RGAN/ GRC /2020-21/ Circular/02

Date: 21-12-2020

## CIRCULAR

All the members of Grievance Redressal Cell are requested to attend the meeting which will be held in English Lab at 3PM on 23/12/2020.

### AGENDA:

1. To discuss and finalize the cell's functions and amenities.
2. Consider and finalize the cell's duties and tasks.
3. To talk about the Year Plan in order to come up with Covid-19.
4. Other matters, if any.

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Coordinator

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RGAN/ GRC /2020-21/ MoM /02

Date: 23-12-2020

## Minutes of the Meeting

### Proceedings of the Meeting of GRC:

The following points were discussed during the meeting and the minutes were recorded as below

- 1.The Coordinator, **Mr.K.Naga Hanumachari** welcomed the committee members who had gathered to finish the committee's tasks.
- 2.It is imperative that all students and faculty adhere to the Covid-19 precautions as directed by the government.
- 3.Finalized GRC cell functions and facilities are framed and finalized after discussion with all Committee members.
- 4.As a result of the Covid-19 scenario, the cell has decided to cancel Item 1 and 2 in the year plan and continue the duties and responsibilities of the remaining year plan for Academic year 2020-21.
- 5.Students are urged to contact the member of their department's grievance committee as soon as possible if they have a complaint.
6. Discussed Complaints/Grievances if any up to now from the students of each department and department wise members of GRC

Complaints/Grievances:2020 batch ECE department students put a letter of grievances that non-uniform wearing day on Monday instead of Saturday.

**Action taken : Discussed with the principal sir in meeting along with the members of committee and confirmed the Monday as non-uniform day instead of Saturday for all the students on their request.**



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## MEMBERS PRESENT:

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Coordinator

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RGAN/ GRC /2020-21/ Circular/03

Date: 19 -04-2021

## CIRCULAR

All the members of Grievance Redressal Cell are requested for attend a meeting which will be held on English Lab at 3pm on 23 /04/2021.

### AGENDA:

- 1.Implementation of Covid-19 Rules.
- 2.Some students have requested that library hours be extended in order to effectively utilize the library.
- 3.Anything to do with internal complaints.

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RGAN/ GRC /2020-21/ MoM /03

Date:23-04-2021

## Minutes of the Meeting

### Proceedings of the Meetings of GRC:

The following points were discussed during the meeting and the minutes were recorded as below

1. Discussed about strictly implementation of Covid-19 rules, sanitation of class rooms, wearing masks of students and faculty, keeping distances of seats in classrooms etc.
2. Discussed about students request that library hours to be extended in order to effectively utilize the library.

Complaints/Grievances: The II B.Tech ECE students made a request that to extend the Library timings to study after college hours.

**Action Taken:** On the request of students to extend library hours discussed with the principal sir along with committee members and decided to extend the library hours from 5PM to 9PM after college timings.

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Coordinator

Principal

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