



# 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/2021-22/GRC/01

Date: 14-06-2021

## 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. 14/06/2021.

S.No	Name of the Faculty	Department	College Designation	Role	Phone No	Signature
1.	Dr.K.V.Subramanyam	ECE	Principal	Chairman	9490387654	
2.	Dr.M.Ganapathi	S & H	Associate Professor	Coordinator	9849004913	
3.	Dr.M.Bharathi Devi	CSE	Asst. Professor	Member	9866117389	
4.	Mr.K.Koteswara Rao	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.	Mr.V.Krishna	Non Teaching	Sr.Assistant	Member	9030241035	

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 /2021-22/ Circular/02

Date: 18-08-2021

## CIRCULAR

All the members of Grievance Redressal Cell are requested to attend the meeting which will be held in English Lab at 3PM on 24/08/2021.

### 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, Aware students about the GRC to avoid Ragging, Gender bias and ease to adjust for college environment.
4. Other matters, if any.

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7.	Mr.V.Krishna	NonTeaching	Sr.Assistant	Member	9030241035	

Coordinator

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RGAN/ GRC /2021-22/ MoM /02

Date: 24-08-2021

## 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. The Coordinator, Dr.M.Ganapathi, 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. Coordinators/members of the Departments discussed to implement the year plan Aware students about the GRC to avoid Ragging, Gender bias and ease to adjust for College environment for Academic year 2021-22
5. Students are urged to contact the member of their department's grievance committee as soon as possible if they have a complaint.

### MEMBERS PRESENT

S.No	Name of the Faculty	Department	College Designation	Role	Phone No	Signature
1.	Dr.K.V.Subramanyam	ECE	Principal	Chairman	9490387654	
2.	Dr.M.Ganapathi	S & H	Associate Professor	Coordinator	9849004913	
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Coordinator

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RGAN/ GRC /2021-22/ Circular/03

Date: 07-01-2022

## CIRCULAR

All the members of Grievance Redressal Cell are requested to attend a meeting which will be held on English Lab at 3 P.M. on 10/01/2022.

### AGENDA:

1. Examine the sanitation of the classrooms, as well as fans that are not operating.
2. To inspect the unclean and filthy restrooms.
3. Involve the Students into the Social Responsibility.
4. Any issue involving internal concerns.

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Coordinator

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Principal

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RGAN/ GRC /2021-22/ MoM /03

Date: 10 -01-2022

## 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.Students are asked to express their concerns, and based on the talks, it appears that their concerns include the cleanliness of washrooms and toilets.
- 2.Discussed the sanitation of classrooms,wearing of masks as well as fans that aren't operating, and gave directions to address the issues.
- 3.Discussion about Involving the Students into the Social Responsibility.
- 4.It was reported to the appropriate departments, and it was specifically ordered that a periodic examination of the washrooms and toilets be conducted.

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Coordinator

Principal

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