



# 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/2023-24/GRC/01

Date: 28-06-2023

## 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 Counselling & Grievance Redressal Committee** is constituted with the following members w.e.f. 28/06/2023.

S.No	Name of the Faculty	Department	College Designation	Role	Phone No	Signature
1.	Dr.K.V.Subrahmanyam	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.A. Padmaja	S & H	Asst. Professor	Member	8185982167	
6.	I.Tulasi Ram	EEE	Asst. Professor	Member	9666490926	
7.	Mr.V.Krishna	NonTeaching	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**  
**RISE KRISHNA SAI GANDHI**  
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**VALLURU:: ONGOLE.**





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RGAN/ GRC /2023-24/ Circular/02

Date: 18-09-2023

## CIRCULAR

All the members of **Students Counselling & Grievance Redressal** Cell are requested to attend the meeting which will be held in English Lab at 3PM on 25/09/2023.

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

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Coordinator

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4. All Committee Members

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RGAN/ GRC /2023-24/ MoM /02

Date: 25-09-2023

## 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.Finalized GRC cell functions and facilities are framed and finalized after discussion with all Committee members.
- 3.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 2022-23
- 4.Students are urged to contact the member of their department's grievance committee as soon as possible if they have a complaint.
5. Each class's mentors receive counseling materials for the students to use in their career counseling

### Members Present:

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Coordinator

Principal  
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