



# KRISHNA CHAITANYA INSTITUTE OF TECHNOLOGY & SCIENCES

Devarajugattu (Post) , Peddaraveedu (Mandal), Prakasam Dist. - 523 320.

(Approved by A.I.C.T.E., New Delhi, & Affiliated to JNTUK, Kakinada)

NAAC ACCREDITED INSTITUTION

Ref: KITS/SGR/2023-24/01

Date: 11-07-2023

## STUDENT GRIEVANCE READDRESS CELL

### A.Y: 2023-24

KITS Engineering College ensures a safe and vibrant learning environment. The college entails its students to express themselves freely, without fear and apprehensions, and safeguards student rights and protects them from exploitations of any kind and from any source.

To render the promises to practice, KITS Engineering College is vigilant and offers freedom of expression irrespective of gender, but firm on strict rules and regulations for maintaining decorum within the campus. The Disciplinary Committee is in charge of this, and the team steers the machinery with regard to campus discipline. KITS has created a mechanism for redressal of students' grievances at Student Redressal And Grievance Committee.

**Student Redressal And Grievance Cell is constitute with the following members for the academic year 2023-24.**

S. No.	Name	Designation & Department	Status
1.	Dr. V. Krishna Reddy	Principal	Chairman
2.	P. Ram Mohan	Associate Professor, H&S	Coordinator
3.	Dr. P. Prasanna Murali Krishna	Associate Professor, ECE	Member
4.	K. Ramudu	Assistant Professor, CE	Member
5.	A.Amruha Valli	Assistant Professor, AI&ML	Member
6.	P.V.Anil Kumar	Associate Professor, ME	Member
7.	Dr.J.V.Anil Kumar	Professor, CSE	Member

### **STUDENT REPRESENTATIVES**

S. No.	Roll Number	Student Name	Year	Department
1.	20JU1A0107	PANDILLAPALLI JAGADEESH	IV	CE
2.	20JU1A0110	KANCHERLA MANJULA	IV	CE
3.	20JU1A0419	BADVEETI HARITHA	IV	ECE
4.	20JU1A0421	SYED INTHIAZ	IV	ECE
5.	20JU1A05G0	SIRIGIRI SWAPNA	IV	CSE
6.	20JU1A0584	KOLLI NAGARJUNA REDDY	IV	CSE
7.	21JU1A0104	POLU BHAVANI	III	CE
8.	21JU1A0448	VENNA MOUNIKA	II	ECE
9.	21JU1A0484	GADE SRIKANTH REDDY	III	ECE
10.	21JU1A05E9	MANCHIKANTI SNEHALATHA	III	CSE
11.	21JU1A05G9	LAKKAKULA VASU KUMAR	III	CSE
12.	21JU1A6113	SANE HEMANTH NAIDU	III	AI&ML
13.	22JU1A0451	KURICHETI PAVAN SATHWIK	II	ECE
14.	22JU1A05D8	UPPARAPALLI SRINIVASAREDDY	II	CSE
15.	22JU1A6113	ALUGUPALLI HEMANTH KUMAR	II	AI&ML

**Objectives:**


- All the grievances of the students which could not be settled in the routine process should be referred to this committee.
- Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents
- Ensures that the grievances are resolved on time impartially and confidentially.
- Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.
- Committee tries to settle the issues amicably in a time bound manner.

**Roles:**

- Takes affidavits from the students and parents regarding Ragging during the Admission.
- Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging.
- Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- Provides helpline details inside and outside college premises.
- Resolves the complaint received from the victim.

**Responsibility:**

- To receive any grievance/complaint from student regarding harassment.
- To investigate the case based on the above mentioned complaints related to harassment within 10 working days.
- To conduct a systematic enquiry on receiving any complaints from aggrieved students and submit a detailed report to the undersigned for suitable action.

  
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Ref: KITS/SGR/2023-24/CIR01

DATE: 12-07-2023

### CIRCULAR

#### STUDENT GRIEVANCE READDRESSAL CELL

This is to inform that a meeting of Student Grievance Readdressal Cell will be held on 13-07-23 at seminar hall. All the committee members are requested to attend the meeting and follow as per agenda.

#### AGENDA FOR THE MEETING


- The function and duties of the cell and guidelines of AICTE.
- To spread the awareness about the existence of the committee in the college.
- Enforcement of the Student Grievance Readdressal Cell for the academic year 2023-24.
- Measures to be taken to further consolidate grievance received from the students.
- Any other subject with the permission of the chair.

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**MINUTES OF MEETING****STUDENT GRIEVANCE REDRESSAL COMMITTEE****Academic Year: 2023-24**

Student Grievance Redressal Committee meeting was held on 13-07-2023 in the principal chamber, following points were discussed.

**AGENDA FOR THE MEETING**

- Review of the previous meeting.
- To discuss about any Grievances received from the students in the college and actions against those cases.
- Arranging meetings
- To address students and parents regarding Student Grievances on the college fresher's day.

**TOPICS COVERED:**

- Discussed the review of the previous meeting.
- Grievances received from the students in the college premises and in the hostels.
- Informed all the committee members to visit the college campus and hostel premises.

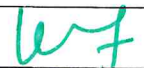


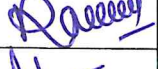

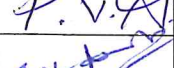
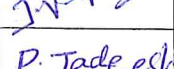
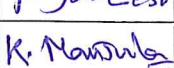
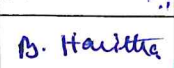
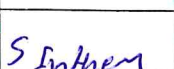
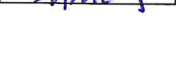
**COMMITTEE MEMBERS:**

S. No.	Name	Designation & Department	Status
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2.	P. Ram Mohan	Associate Professor, H&S	Coordinator
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8.	PANDILLAPALLI JAGADEESH	20JU1A0107	Student Member
9.	KANCHERLA MANJULA	20JU1A0110	Student Member
10.	BADVEETI HARITHA	20JU1A0419	Student Member
11.	SYED INTHIYAZ	20JU1A0421	Student Member

**OUTCOME:**

- 1) To read and confirm the minutes of the previous meeting of the student's grievance readdressal cell held on 09/07/2022. The house gave confirmation to the minutes.
- 2) To make students understanding and readressal of grievances.
- 3) Coordinators are directed to contact meeting frequently and discuss day to day situation in the campus and inform the higher authorities.
- 4) To keep continues monitoring on the grievances from the students.
- 5) Members are directed to address and solve the grievances inside and outside the campus. If anything found members are asked to bring it to the notice of the principal immediately.
- 6) To organize meeting with student to advice them to regulate their own movements and interactions, especially with strangers are undesirable characters.

The Chairman thanked members for the gracious presence and active participation and giving useful suggestions.

S. No.	Name	Designation & Department	Status	Signature
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