



Ref: KITS/SGR/2025-26/CIR01

DATE: 12-08-2025

## CIRCULAR

### STUDENT GRIEVANCE READDRESSAL CELL

This is to inform that a meeting of Student Grievance Readdressal Cell will be held on **13-08-25** 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 2025-26.
- Measures to be taken to further consolidate grievance received from the students.
- Any other subject with the permission of the chair.

### Committee Members:

S. No.	Name	Designation & Department	Status
1.	Dr.A.Ranganayakulu	Vice Principal, HOD ECE	Chairman
2.	Mr.P.RamMohan	Associate Professor, H&S	Coordinator
3.	Mr.G.Venkateshwarlu	Associate Professor, H&S	Member
4.	Dr. P. Prasanna Murali Krishna	Professor, ECE	Member
5.	Dr.J.V.AnilKumar	Professor, CSE	Member
6.	Dr.P.B.RaviKumar	Associate Professor, AI&ML	Member
7.	Mr.P.V.AnilKumar	Associate Professor, ME	Member



### Students Representative

S.No	ROLLNO	NAME OF THE STAFF	DESIGNATION	STATUS
1.	24JU1A4218	Ms. P.DURGAPAVANI	STUDENT	MEMBER
2.	24JU1A05A2	Ms. SK.MINHAZ	STUDENT	MEMBER
3.	24JU1A0407	Ms. CH.CHARITHA	STUDENT	MEMBER
4.	24JU1A0417	Mr. CH.K.VISWANADREDDY	STUDENT	MEMBER
5.	24JU1A4237	Mr. P.VENKATESH	STUDENT	MEMBER
6.	24JU1A4237	Mr. PEDDABABU	STUDENT	MEMBER
7.	24JU1A4360	Ms. SAISAMYUKTHA	STUDENT	MEMBER
8.	24JU1A6101	Ms. ABHINAYA	STUDENT	MEMBER
9.	23JU1A05H2	Ms. T.V.NAGASAILAKSHMI BHAVANA	STUDENT	MEMBER
10.	23JU1A4314	Mr. SHAIKHUSSAIN	STUDENT	MEMBER
11.	23JU1A6103	Mr. MAHAMMADARIF	STUDENT	MEMBER
12.	23JU1A0459	Ms. G.VIBHAVARI	STUDENT	MEMBER

### **DUTIES & RESPONSIBILITIES (Student Grievance Redressal Committee)**

- Counseling and sensitization of students on grievance redressal mechanisms and AICTE guidelines.
- Creating awareness among parents and students during admissions about the grievance redressal process.
- Ensuring a fair, transparent, and supportive environment in the campus and hostels.
- Periodic and surprise reviews of student areas to identify and address grievances.
- Establishment of confidential complaint and support mechanisms for students.
- Regular review and reporting of grievances to institutional and regulatory bodies.

### **MEETING SCHEDULE**

1. The meetings shall be held once in the academic year.
2. The committee may conduct emergency meetings at any time in the year to deal with serious issues related to student grievances.

  
COORDINATOR

  
PRINCIPAL



# KRISHNACHAITANYA 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/2025-26/01

Date: 11-07-2025

## **STUDENT GRIEVANCE REDRESSAL CELL**

### **A.Y:2025-26 & 2026-27**

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.

**This committee has two - year tenure for the academic years 2025-26 and 2026-27.**

Student Redressal & Grievance Cell is constitute with the following members for the academic year 2025-26.

### **Committee Members :**

S. No.	Name	Designation & Department	Status
1.	Dr.A.Ranganayakulu	Vice-Principal, HOD- ECE	Chairman
2.	P. Ram Mohan	Associate Professor, H&S	Coordinator
3.	G.Venkateshwarlu	Associate Professor, H & S	Member
4.	Dr. P. Prasanna Murali Krishna	Associate Professor, ECE	Member
5.	Dr.J.V.Anil Kumar	Professor, CSE	Member
6.	Dr.P.B. Ravi Kumar	Associate Professor, AI&ML	Member
7.	P.V.Anil Kumar	Associate Professor, ME	Member



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11.	23JU1A6103	Mr.MAHAMMAD ARIF	STUDENT	MEMBER
12.	23JU1A0459	Ms.G.VIBHAVARI	STUDENT	MEMBER

### 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.



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### **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.

  
PRINCIPAL

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2.	P. Ram Mohan	Associate Professor, H&S	Coordinator
3.	G.Venkateshwarlu	Associate Professor, H & S	Member
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