

(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 09-02-2023

# RE-CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

As per the rules and regulations addressed by the AICTE / UGC / SPPU, for student or other stake holders in a Technical Institution, "Grievance Redressal Committee" of SRINIVASA INSTITUTE OF MANAGEMENT STUDIES, has been constituted GRIEVENCE REDRESSAL COMMITTEE to enquire the nature and extent of grievance.

## OBJECTIVES OF THE COMMITTEE

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the

### **FUNCTIONS:**

- > The students can lodge the complaints.
- Complaints and suggestion box have been installed in the college campus, Suggestions and complaints can be given in writing or through e-mail.
- > The complaints and suggestions relating to improving academics and administration of the college are encouraged.

## ROLES & RESPONSIBILITIES:

- Create awareness on functioning of grievance cell among students and faculty.
- Review and resolve the reported grievances immediately.
- > Documentation of all grievances in order to monitor the mechanism of grievance cell.
- > Interacts with student coordinators of Grievance and Redressal Committee (GRC) from time to time for updating of issues (if any).
- > To record all online and off line grievances, summarize annually resolution of grievance
- > The cell formally will review all cases and will prepare reports about the cases received.
- > The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

**ORDERS**: With reference to the subject cited, the Principal, Srinivasa Institute of Management Studies (SIMS) is pleased to constitute the Grievance Redressal Committee with the following members:

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR.M JAGADISH	DIRECTOR	CHAIRMAN	N. Jayas
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Jarja
3	SRINIVASA RAO	LIBRARIAN	MEMBER	K Suni Voja Raz
4	DR.RAMESH	PHYSICAL DIRECTOR	MEMBER	norgh
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	v. Grajam.
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	Ban
6	CH DEEKSHITH	MBA	STUDENT MEMBER	Deekolute
7	SRUTHI SRI PANDA	BBA	STUDENT MEMBER	PANDA
8	GORLE YASODHA	MCA	STUDENT MEMBER	yasodha.

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

PRINCIPAL

Principal

Srinivasa Institute of Management Studies P.M. Palem, Madhurawada, Visakhapatnam - 530041



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 09-02-2023

### CIRCULAR

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 15-02-2023, at 2:00PM, in the **principal chamber** SIMS. Hence all are requested to attend the meeting without fail.

## Meeting Agenda:

- To discuss about complaints or grievances received from students and staff.
- Establishing anti-ragging committee for the academic year 2022-23.

## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR.M JAGADISH	DIRECTOR	CHAIRMAN	W. 3 days
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Garja
3	SRINIVASA RAO	LIBRARIAN	MEMBER	K. Suinvya Ra
4	DR.RAMESH	PHYSICAL DIRECTOR	MEMBER	DR- RAMESH
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	v. Srejam
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	Band.
6	CH DEEKSHITH	MBA	STUDENT MEMBER	Deelenit
7	SRUTHI SRI PANDA	BBA	STUDENT MEMBER	excepting
8	GORLE YASODHA	MCA	STUDENT MEMBER	, solbaleap

## Copy to:

- 1. Hod's / teaching staff
- 2. Anti-ragging committee/squad members
- 3. Circulation to students
- 4. Accounts office for information
- 5. Admin office for information
- 6. Office file
- 7. IQAC

Principal
Principal
Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,

Visakhapatnam - 530041



14-02-2022

## MINUTES OF MEETING

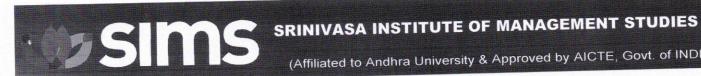
NATURE OF MEETING	GRIEVANCE REDRESSAL
Venue	Principal chamber, Srinivasa Institute of Management Studies.
	Madhurawada
Frequency of meeting	Once in academic year
Date of Meeting	FEB 13 <sup>TH</sup> 2022
List of Members attended	Enclosed
Copies circulated to	HODs and Grievance Redressal Committee

S.no	Agenda points	Resolutions
1	To discuss about complaints or grievances received from students and staff.	meeting order  As there were no complaints or grievances received, hence no resolutions made.
3	Establishing anti-ragging committee for the academic year 2022-23	Various committees for the academic year 2022-23 were constituted the details of the committees are as follows

M. Sopedit PRINCIPAL

Principal

grinivasa Institute of Management Studies P.M. Palem, Madhurawada, Visakhapatnam - 530041



## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR.M JAGADISH	DIRECTOR	CHAIRMAN	Moschaper
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Joseph
2	SRINIVASA RAO	LIBRARIAN	MEMBER	RSUNIVIARA
4	DR.RAMESH	PHYSICAL DIRECTOR	MEMBER	DR. RAMES
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	v. Sregain
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	Book
6	CH DEEKSHITH	MBA	STUDENT MEMBER	Deelentis
7	SRUTHI SRI PANDA	BBA	STUDENT MEMBER	sculli
8	GORLE YASODHA	MCA	STUDENT MEMBER	yasaha

Principal

Principal

Srinivasa Institute of Management Studies P.M. Palem, Madhurawada, Visakhapatnam - 530041



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 08-02-2022

## RE-CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

As per the rules and regulations addressed by the AICTE / UGC / SPPU, for student or other stake holders in a Technical Institution, "Grievance Redressal Committee" of SRINIVASA INSTITUTE OF MANAGEMENT STUDIES, has been constituted GRIEVENCE REDRESSAL COMMITTEE to enquire the nature and extent of grievance.

## **OBJECTIVES OF THE COMMITTEE**

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the

### **FUNCTIONS:**

- > The students can lodge the complaints.
- > Complaints and suggestion box have been installed in the college campus, Suggestions and complaints can be given in writing or through e-mail.
- > The complaints and suggestions relating to improving academics and administration of the college are encouraged.

### **ROLES & RESPONSIBILITIES:**

- Create awareness on functioning of grievance cell among students and faculty.
- > Review and resolve the reported grievances immediately.
- > Documentation of all grievances in order to monitor the mechanism of grievance cell.
- ➤ Interacts with student coordinators of Grievance and Redressal Committee (GRC) from time to time for updating of issues (if any).
- > To record all online and off line grievances, summarize annually resolution of grievance
- > The cell formally will review all cases and will prepare reports about the cases received.
- > The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

**ORDERS**: With reference to the subject cited, the Principal, Srinivasa Institute of Management Studies (SIMS) is pleased to constitute the Grievance Redressal Committee with the following members:

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. B. UPENDRA	DIRECTOR	CHAIRMAN	32
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Jarge
3	SRINIVASA RAO	LIBRARIAN	MEMBER	K. Srum Voja Bao
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	V. Sverjan
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	Bosses
6	NAKKA SAI KUMAR	MBA	STUDENT MEMBER	N. Saikman
7	RITIKA JINDAL	BBA	STUDENT MEMBER	Rixhika
8	RAYI RAJU	MCA	STUDENT MEMBER	Raju

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

PRINCIPAL - Principal

Srinivasa Institute of Management Studies 23
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 08-02-2022

### CIRCULAR

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 13-02-2022, at 2:00PM, in the principal chamber SIMS. Hence all are requested to attend the meeting without fail.

### Meeting Agenda:

- To discuss about complaints or grievances received from students and staff.
- Establishing anti-ragging committee for the academic year 2021-22.

## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. B. UPENDRA	DIRECTOR	CHAIRMAN	Bro
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Jack
3	SRINIVASA RAO	LIBRARIAN	MEMBER	K. Sreni VyaRuo
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	V. Sryjan
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	R
6	NAKKA SAI KUMAR	MBA	STUDENT MEMBER	7. Saikness
7	RITIKA JINDAL	BBA	STUDENT MEMBER	Rithrea
8	RAYI RAJU	MCA	STUDENT MEMBER	Page

### Copy to:

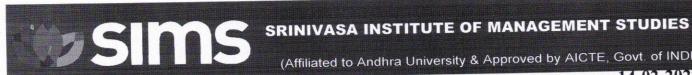
- 1. Hod's / teaching staff
- 2. Anti-ragging committee/squad members
- 3. Circulation to students
- 4. Accounts office for information
- 5. Admin office for information
- 6. Office file
- 7. IQAC

Principal

Principal

Institute of Management Studies Palem, Madhurawada,

isakhapatnam - 530041



14-02-2022

## MINUTES OF MEETING

NATURE OF MEETING	GRIEVANCE REDRESSAL
Venue	Principal chamber, Srinivasa Institute of Management Studies
	Madhurawada
Frequency of meeting	Once in academic year
Date of Meeting	FEB 13 <sup>TH</sup> 2022
List of Members attended	Enclosed
Copies circulated to	HODs and Grievance Redressal Committee

S.no	Agenda points	Resolutions	
1	To discuss about complaints or grievances received from students and staff.		
3	Establishing anti-ragging committee for the academic year 2021-22	Various committees for the academic year 2021-22 were constituted the details of the committees are as follows	

Principal titute of Management Studies

M. Palem, Madhurawada, Visakhapatnam - 530041



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. B. UPENDRA	DIRECTOR	CHAIRMAN	1520
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Tayl
3	SRINIVASA RAO	LIBRARIAN	MEMBER	K. Seane Voja Rao
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	v. Svergan
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	43000
6	NAKKA SAI KUMAR	MBA	STUDENT MEMBER	The Saikunan
7	RITIKA JINDAL	BBA	STUDENT MEMBER	Rithira
8	RAYI RAJU	MCA	STUDENT MEMBER	Roje

Principal

.

Principal
Sinvasa Institute of Management Studies
P.M. Palern, Madhurawada,
Visakhapatnam - 530041



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 19-02-2021

# RE-CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

As per the rules and regulations addressed by the AICTE /.UGC / SPPU, for student or other stake holders in a Technical Institution, "Grievance Redressal Committee" of SRINIVASA INSTITUTE OF MANAGEMENT STUDIES, has been constituted GRIEVENCE REDRESSAL COMMITTEE to enquire the nature and extent of grievance.

## **OBJECTIVES OF THE COMMITTEE**

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the

### **FUNCTIONS:**

- > The students can lodge the complaints.
- > Complaints and suggestion box have been installed in the college campus, Suggestions and complaints can be given in writing or through e-mail.
- > The complaints and suggestions relating to improving academics and administration of the college are encouraged.

### ROLES & RESPONSIBILITIES:

- Create awareness on functioning of grievance cell among students and faculty.
- Review and resolve the reported grievances immediately.
- > Documentation of all grievances in order to monitor the mechanism of grievance cell.
- > Interacts with student coordinators of Grievance and Redressal Committee (GRC) from time to time for updating of issues (if any).
- > To record all online and off line grievances, summarize annually resolution of grievance
- > The cell formally will review all cases and will prepare reports about the cases received.
- > The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

**ORDERS**: With reference to the subject cited, the Principal, Srinivasa Institute of Management Studies (SIMS) is pleased to constitute the Grievance Redressal Committee with the following members:

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHAIK HANIEFUDIN	DIRECTOR	CHAIRMAN	Hem
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Berger
3	Y. RAJESH	LIBRARIAN	MEMBER	KsomvaaRao
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	V. Smjana
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	Barker
6	BARLA DURGA PRADEEP	MBA	STUDENT MEMBER	porgan p
7	KORADA VENKAT VARSHITH	BBA	STUDENT MEMBER	Varshith Ch. Maheer
8	CHAPPA MAHESH	MCA	STUDENT MEMBER	ch. Mahed

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

PRINCIPAL

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 19-02-2021

### CIRCULAR

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 24-02-2021, at 2:00PM, in the principal chamber SIMS. Hence all are requested to attend the meeting without fail.

## Meeting Agenda:

- To discuss about complaints or grievances received from students and staff.
- Establishing anti-ragging committee for the academic year 2020-21.

## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHAIK HANIEFUDIN	DIRECTOR	CHAIRMAN	Herry
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Jaya
3	Y. RAJESH	LIBRARIAN	MEMBER	12 Sourivga Pa
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	v. Grejam.
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	Buri
6	BARLA DURGA PRADEEP	MBA	STUDENT MEMBER	pargupo
7	KORADA VENKAT VARSHITH	BBA	STUDENT MEMBER	Hideral
8	CHAPPA MAHESH	MCA	STUDENT MEMBER	Ch. Maherly

### Copy to:

- 1. Hod's / teaching staff
- 2. Anti-ragging committee/squad members
- 3. Circulation to students
- 4. Accounts office for information
- 5. Admin office for information
- 6. Office file

Principal Principal nstitute of Management Studies M. Palem, Madhurawada, Visakhapatnam - 530041

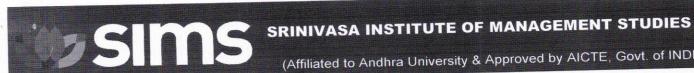


25-02-2021

## MINUTES OF MEETING

NATURE OF MEETING	GRIEVANCE REDRESSAL
Venue	Principal chamber, Srinivasa Institute of Management Studies
	Madhurawada
Frequency of meeting	Once in academic year
Date of Meeting	January 24 <sup>TH</sup> 2021
List of Members attended	Enclosed
Copies circulated to	HODs and Grievance Redressal Committee

S.no	Agenda points	Resolutions
1	To discuss about complaints or grievances received from students and staff.	The chairman of the meeting, principal called the meeting order  As there were no complaints or grievances received, hence no resolutions made.
3	Establishing anti-ragging committee for the academic year 2020-21	Various committees for the academic year 2020-21 were constituted the details of the committees are as follows



## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHAIK HANIEFUDIN	DIRECTOR	CHAIRMAN	Arm
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Tayer
3	Y. RAJESH	LIBRARIAN	MEMBER	K. SvavkaRao
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	V. Eryjan
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	Harri.
6	BARLA DURGA PRADEEP	MBA	STUDENT MEMBER	Rorgapre
7	KORADA VENKAT VARSHITH	BBA	STUDENT MEMBER	Hickory
8	CHAPPA MAHESH	MCA	STUDENT MEMBER	Ch. Mahen

Principal

Principal

Emiyesa Institute of Management Studies P.M. Palem, Madhurawada, Visakhapatnam - 530041

(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 19-01-2020

## RE-CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

As per the rules and regulations addressed by the AICTE / UGC / SPPU, for student or other stake holders in a Technical Institution, "Grievance Redressal Committee" of SRINIVASA INSTITUTE OF MANAGEMENT STUDIES, has been constituted GRIEVENCE REDRESSAL COMMITTEE to enquire the nature and extent of grievance.

### **OBJECTIVES OF THE COMMITTEE**

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the

### **FUNCTIONS:**

- > The students can lodge the complaints.
- ➤ Complaints and suggestion box have been installed in the college campus, Suggestions and complaints can be given in writing or through e-mail.
- > The complaints and suggestions relating to improving academics and administration of the college are encouraged.

### **ROLES & RESPONSIBILITIES:**

- > Create awareness on functioning of grievance cell among students and faculty.
- > Review and resolve the reported grievances immediately.
- Documentation of all grievances in order to monitor the mechanism of grievance cell.
- ➤ Interacts with student coordinators of Grievance and Redressal Committee (GRC) from time to time for updating of issues (if any).
- > To record all online and off line grievances, summarize annually resolution of grievance
- > The cell formally will review all cases and will prepare reports about the cases received.
- > The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

**ORDERS**: With reference to the subject cited, the Principal, Srinivasa Institute of Management Studies (SIMS) is pleased to constitute the Grievance Redressal Committee with the following members:

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHEIK HANEEFUDDIN	DIRECTOR	CHAIRMAN	Ham
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Roura
3	SRINIVASA RAO	LIBRARIAN	MEMBER	100
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	K. Soumiv gala
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR	MEMBER	4. Uma
6	CH ASHOK KUMAR	MBA	STUDENT MEMBER	Ch. Ashok
7	IVATURI JAYANTH	BBA	STUDENT MEMBER	Λ
8	GAJIVILLI PRASANTH	MCA	STUDENT MEMBER	Frank.

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

PRINCIPAL

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 19-01-2020

### CIRCULAR

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 21-01-2020, at 2:00PM, in the principal chamber SIMS. Hence all are requested to attend the meeting without fail.

### Meeting Agenda:

- To discuss about suggestions posted by students regarding 2 extra fans needed in every class rooms
- To discuss about suggestions or problems received by Parents
- Establishing anti-ragging committee for the academic year 2019-20

## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHEIK HANEEFUDDIN	DIRECTOR	CHAIRMAN	Hem
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Tayl
3	SRINIVASA RAO	LIBRARIAN	MEMBER	3 1
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	K. Sunivjaka
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR	MEMBER	4. Uma
6	CH ASHOK KUMAR	MBA	STUDENT MEMBER	ch. Arrok
7	IVATURI JAYANTH	BBA	STUDENT MEMBER	1 1
8	GAJIVILLI PRASANTH	MCA	STUDENT MEMBER	Joseph.

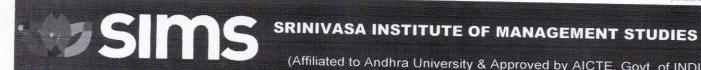
### Copy to:

- 1. Hod's / teaching staff
- 2. Anti-ragging committee/squad members
- 3. Circulation to students
- 4. Accounts office for information
- 5. Admin office for information
- 6. Office file



Principal

Principal Srinivasa Institute of Management Studies P.M. Palem, Madhurawada, Visakhapatnam - 530041



22-01-2020

## MINUTES OF MEETING

NATURE OF MEETING	GRIEVANCE REDRESSAL	
Venue	Principal chamber, Srinivasa Institute of Management Studies.  Madhurawada	
Frequency of meeting	Once in academic year	
Date of Meeting	January 21st 2020	
List of Members attended	Enclosed	
Copies circulated to	HODs and Grievance Redressal Committee	

S.no	Agenda points	Resolutions
1	To discuss about suggestions posted by students regarding 2 extra fans needed in every class rooms	The chairman of the meeting, principal called the meeting order  The Grievance received from the students was discussed in the Grievance Redressal Committee meeting and Chair Person of Grievance Redressal Committee gave assurance to students to provide 2 extra fans needed in every class rooms, resolved.
2	To discuss about suggestions or problems received by Parents	No suggestions and complaints reported from parents.
3	Establishing anti-ragging committee for the academic year 2019-20	Various committees for the academic year 2018-19 were constituted the details of the committees are as follows



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHEIK HANEEFUDDIN	DIRECTOR	CHAIRMAN	M.
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Tayer
3	SRINIVASA RAO	LIBRARIAN	MEMBER	3 0
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	13 Sun Nav Sar Bao
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR	MEMBER	Pollina
6	CH ASHOK KUMAR	MBA	STUDENT MEMBER	Ch. Anhor
7	IVATURI JAYANTH	BBA	STUDENT MEMBER	1 12
8	GAJIVILLI PRASANTH	MCA	STUDENT MEMBER	Brasanth.

Principal

Principal

Principal in Institute of Management Studies in M. Palem, Madhurawada,

Visakhapatnam - 530041

(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 13.11.2018

# CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

As per the rules and regulations addressed by the AICTE / UGC / SPPU, for student or other stake holders in a Technical Institution, "Grievance Redressal Committee" of SRINIVASA INSTITUTE OF MANAGEMENT STUDIES, has been constituted GRIEVENCE REDRESSAL COMMITTEE to enquire the nature and extent of grievance.

## OBJECTIVES OF THE COMMITTEE

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the

### **FUNCTIONS:**

- > The students can lodge the complaints.
- Complaints and suggestion box have been installed in the college campus, Suggestions and complaints can be given in writing or through e-mail.
- The complaints and suggestions relating to improving academics and administration of the college are encouraged.

## Roles & Responsibilities:

- > Create awareness on functioning of grievance cell among students and faculty.
- > Review and resolve the reported grievances immediately.
- > Documentation of all grievances in order to monitor the mechanism of grievance cell.
- ➤ Interacts with student coordinators of Grievance and Redressal Committee (GRC) from time to time for updating of issues (if any).
- > To record all online and off line grievances, summarize annually resolution of grievance
- > The cell formally will review all cases and will prepare reports about the cases received.
- > The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

**ORDERS**: With reference to the subject cited, the Principal, Srinivasa Institute of Management Studies (SIMS) is pleased to constitute the Grievance Redressal Committee with the following members:

s.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. S. MADHAVILATHA	DIRECTOR	CHAIRMAN	Luf.
1		ASSISTANT PROFESSOR	SECRETARY	Darbe
2	MS. B.JAYALAKSHMI DURGA	ASSISTANTTROLESSOR		yaye
3	SRINIVASA RAO	LIBRARIAN	MEMBER	K SonvynRao
		ASSISTANT PROFESSOR	MEMBER	4. Uma
4	MRS. UMA YANDRA		MEMBER	
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR		Put eschols
6	SAI KIRAN REDDY	2 <sup>ND</sup> MBA	STUDENT MEMBER	Jaiskissen Dens
0		aND MCA	STUDENT MEMBER	
7	P, V. S. S. SUDHA RANI	2 <sup>ND</sup> MCA		SUDHARAM
8	D. SRI LAVETI	2 <sup>ND</sup> BBA	STUDENT MEMBER	Spriland.
3		3 <sup>RD</sup> BBA	STUDENT MEMBER	Alexhaua.
9	AADE AKSHAYA	3 BBA		R. I

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.

PRINCIPAL

Madhurawas

Principal
Srinivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

Date: 13.11.2018

### CIRCULAR

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 18-11-2018, at 2:00PM, in the principal chamber SIMS. Hence all are requested to attend the meeting without fail.

## Meeting Agenda:

- To discuss about student grievances
- To discuss about Grievance Redressal Committee Mechanism and Regulations
- Establishing anti-ragging committee for the academic year 2018-19

# GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. S. MADHAVILATHA	DIRECTOR	CHAIRMAN	Suf.
1		ASSISTANT PROFESSOR	SECRETARY	Tayer
2	MS. B.JAYALAKSHMI DURGA	ASSISTANTINOTES		
3	SRINIVASA RAO	LIBRARIAN	MEMBER	KSUN VOARE
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	Y. Uma
7		ASSISTANT PROFESSOR	MEMBER	1. Tarst
5	MR. RAJASEKHAR BODANI	ASSISTANTINOLESS	STUDENT MEMBER	Soi Kinow My
6	SAI KIRAN REDDY	2 <sup>ND</sup> MBA		Sais World
7	P, V. S. S. SUDHA RANI	2 <sup>ND</sup> MCA	STUDENT MEMBER	SUDHA ROM
8	D. SRI LAVETI	2 <sup>ND</sup> BBA	STUDENT MEMBER	Sri andi
0		3 <sup>RD</sup> BBA	STUDENT MEMBER	Ahahaya.
9	AADE AKSHAYA	J DD/1		1

## Copy to:

- 1. Hod's / teaching staff
- 2. Anti-ragging committee/squad members
- 3. Circulation to students
- 4. Accounts office for information
- 5. Admin office for information
- 6. Office file

Principal Institute of Management Studies .M. Palem, Madhurawada, Visakhapatnam - 530041

Opp. International Cricket Stadium, Madhurawada, Visakhapatnam-530041, A.P., Indiang Company, CompanPh:+918912781366,Fax:+918912781887e-mail:sims\_ssvpcms@yahoo.co.inWeb:www.simsvizag.com



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

## MINUTES OF MEETING

19-11-2018

NATURE OF MEETING	GRIEVANCE REDRESSAL
Venue	Principal chamber, Srinivasa Institute of Management Studies,
	Madhurawada
Frequency of meeting	Once in academic year
Date of Meeting	November 18 <sup>th</sup> 2018
List of Members attended	Enclosed
Copies circulated to	HODs and Grievance Redressal Committee

S.no	Agenda points	Resolutions
1	To discuss about student/staff grievances	The chairman of the meeting, principal called the meeting order  The chairman of grievance redrassal committee discussed about student/staff grievances no complaints registered
2	To discuss about Grievance Redressal Committee Mechanism and Regulations	The chairman of the committee instructed the members to monitor the students during college hours. It was also decided to create awareness about the grievances and resolutions
3	Establishing Grievance redrassal committee for the academic year 2018-19	Various committees for the academic year 2018-19 were constituted the details of the committees are as follows



(Affiliated to Andhra University & Approved by AICTE, Govt. of INDIA)

# GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
	- C MADUAVII ATHA	DIRECTOR	CHAIRMAN	Suy
1	DR. S. MADHAVILATHA		SECRETARY	G MA
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETART	Jage
		LIBRARIAN	MEMBER	1. SecretivaR
3	SRINIVASA RAO		The state of the s	1, 9
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	4. Clima
		ASSISTANT PROFESSOR	MEMBER	a stayler
5	MR. RAJASEKHAR BODANI	ASSISTANTINOLESSEE	COLUMN CO	Rosarher
	SAI KIRAN REDDY	2 <sup>ND</sup> MBA	STUDENT MEMBER	Carolesta
6	SAI KIRAN KEDUT		STUDENT MEMBER	
7	P, V. S. S. SUDHA RANI	2 <sup>ND</sup> MCA		SUDHAROL
		2 <sup>ND</sup> BBA	STUDENT MEMBER	Srilaviti
8	D. SRI LAVETI		STUDENT MEMBER	
9	AADE AKSHAYA	3 <sup>RD</sup> BBA	STUDENT WIEWIDER	Husnade

PRINCIPAL

Principal
Synivasa Institute of Management Studies
P.M. Palem, Madhurawada,
Visakhapatnam - 530041