



# RISE Krishna Sai Prakasam Group of Institutions::Ongole (AUTONOMOUS)

(Approved by AICTE-New Delhi, Affiliated to JNTUK, Kakinada)  
Accredited by NAAC with 'A' Grade & NBA for B.Tech in ECE, EEE, CE, ME and CSE  
An ISO 9001:2015 certified Institute

NH-16, Valluru-523272, Ongole, Prakasam District, A.P  
**Student counselling /Grievance Redressal Committee**

RPRA/Committee Formation/2023-24/SC&GRC

Date: 17-07-2023

## CIRCULAR

Student counselling /Grievance Redressal Committee is constituted with the following members  
w.e.f.17/07/2023

S.No	Department	Name of the Faculty	ROLL	Phone No	Designation
1.	S & H	Dr.K.Sreenivas	Coordinator	9908786858	Professor
2.	Civil	S.Sampathkumar	Member	8801504868	Asst Professor
3.	EEE	N.Surekha	Member	9885272061	Associate Professor
4.	Mech	D.Pitchaiah	Member	8142402551	Asst Professor
5.	ECE	k.Rajyam	Member	7893434740	Asst Professor
6.	CSE	P.Anitha	Member	9491537358	Asst Professor
8	MCA	G.kiranmai	Member	7997422929	Asst Professor
9	MBA	G,Anuja	Member	9989807718	Asst Professor

S.NO	ROLL NO	NAME OF THE STUDENT	ROLL	Phone No	Designation
1	218A1A04C2	Sk.Zaheer	StudentMember	8499966896	Student
2	218A1A05A0	V.Prathyusha	StudentMember	7330636438	Student
3	218A1A0134	K.Manoj	StudentMember	7013834588	Student

### OBJECTIVES:

1. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized
2. Advising all the Students to refrain from inciting haughty manner with the fellow Students, teachers and College administration



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### **Student counselling /Grievance Redressal Committee**

3. The member of the committee is further informed to conduct regular meetings with the mentors of the respective
4. The above members of the Grievances Redressal committee shall meet Twice in a semester or as per the demand of the situation, discuss about issues and submit the minutes of meeting to the undersigned from time to time.
5. Suggestion / complaint Box is installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College

Copy to:

7. PA to Principal for filing
8. All HODS
9. Coordinator
10. All Committee Members
11. Notice Boards
12. Class Rooms

  
Principal  
PRINCIPAL  
RISE KRISHNA SAI PRAKASAM  
GROUP OF INSTITUTIONS  
VALLUR - ONGOLE.



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## Student counselling /Grievance Redressal Committee

Date: 08-08-2023

RPRA/ GRC /2023-24/ Circular/01

### CIRCULAR

All the members of Grievance Redressal Cell are requested to attend a meeting which will be held on English Lab at 3pm on 10/08/2023.

#### AGENDA:

1. To Discuss and finalize the functions and facilities of the cell.
2. To discuss and finalize the roles and responsibilities of the cell.
3. To Discuss the Year Planner.
4. Any other matter, if any

S.No	Name of the Faculty	Department	College Designation	Role
1.	Dr.K.Sreenivas	S & H	Professor	coordinator
2.	S.Sampath Kumar	Civil	Asst. Professor	Member
3.	N.Surekha	EEE	Associate Professor	Member
4.	D.Pitchaiah	Mech	Asst. Professor	Member
5.	K. Rajyam	ECE	Asst. Professor	Member
6.	P.Anitha	CSE	Associate Professor	Member
7.	G.kiranmai	MCA	Asst. Professor	Member
8.	G,Anuja	MBA	Asst. Professor	Member
9.	Sk.Zaheer	ECE	218A1A04C2	StudentMember
10.	V.Prathyusha	CSE	218A1A05A0	StudentMember
11.	K.Manoj	CIVIL	218A1A0134	StudentMember

1. PA to Principal for filing
2. All HODS
3. All Committee Members

Coordinator





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## Student counselling /Grievance Redressal Committee

### Minutes of the Meeting

Date: 10-08-2023

RPRA/ GRC /2023-24/ MoM /01

Proceedings of the Meetings of GRC

#### AGENDA:

1. To Discuss and finalize the functions and facilities of cell
2. To discuss and finalize the roles and responsibilities of the cell.
3. To Discuss the Year Planner.
4. Any other matter, if any

#### MEMBERS PRESENT:

S.No	Name of the Faculty	Department	College Designation	Role
1.	Dr.K.Sreenivas	S & H	Professor	coordinator
2.	S.Sampath Kumar	Civil	Asst. Professor	Member
3.	N.Surekha	EEE	Associate Professor	Member
4.	D.Pitchaiah	Mech	Asst. Professor	Member
5.	K. Rajyam	ECE	Asst. Professor	Member
6.	P.Anitha	CSE	Asst. Professor	Member
7.	G.kiranmai	MCA	Asst. Professor	Member
8.	G,Anuja	MBA	Asst. Professor	Member
9.	Sk.Zaheer	ECE	218A1A04C2	StudentMember
10.	V.Prathyusha	CSE	218A1A05A0	StudentMember
11.	K.Manoj	CIVIL	218A1A0134	StudentMember

#### Resolutions:

1. The Coordinator Dr.K.Sreenivas welcomed the members of the committee who had assembled to finalize the functions of the committee.



*(Handwritten signature)*



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### **Student counselling /Grievance Redressal Committee**

2. After discussing with all the Committee members the finalized functions and facilities of the GRC cell are framed and finalized.
3. Also, the cell has finalized the roles and responsibilities of the Department coordinators/members along with a discussion on year plan for Academic year 2023-24
4. Students are instructed to consult the committee member of their respective Department immediately if there is any grievance.
5. Advising students to respect the right and dignity of one another and show utmost Restraint and patience whenever any occasion of right arises.

Coordinator





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## Student counselling /Grievance Redressal Committee

Date: 10-11-2023

RPRA/ GRC /2023-24/ Circular/02

### CIRCULAR

All the members of Grievance Redressal Cell are requested to attend a meeting which will be held on English Lab at 3pm on 11/11/2023.

#### AGENDA:

1. Advising students to respect the right and dignity of one another and show utmost Restraint and patience whenever any occasion of right arises.
2. To look into the class room fans which are not working.
3. To look into the un-cleaned and dirty washrooms
4. Any matter related to internal complaints

S.No	Name of the Faculty	Department	College Designation	Role
1.	Dr.K.Sreenivas	S & H	Professor	coordinator
2.	S.Sampath Kumar	Civil	Asst. Professor	Member
3.	N.Surekha	EEE	Associate Professor	Member
4.	D.Pitchaiah	Mech	Asst. Professor	Member
5.	K. Rajyam	ECE	Asst. Professor	Member
6.	P.Anitha	CSE	Asst. Professor	Member
7.	G.kiranmai	MCA	Asst. Professor	Member
8.	G,Anuja	MBA	Asst. Professor	Member
9.	Sk.Zaheer	ECE	218A1A04C2	StudentMember
10.	V.Prathyusha	CSE	218A1A05A0	StudentMember
11.	K.Manoj	CIVIL	218A1A0134	StudentMember

  
Coordinator

Copy to:

All HODS

All Committee Members





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## Student counselling /Grievance Redressal Committee

### Minutes of the Meeting

Date: 11 -11-2023

RPRA/ GRC /2023-24/ MoM /02  
Proceedings of the Meetings of GRC

#### AGENDA:

1. Advising students to respect the right and dignity of one another and show utmost Restraint and patience whenever any occasion of right arises.
2. To look into the class room fans which are not working.
3. To look into the un-cleaned and dirty washrooms
4. Any matter related to internal complaints

#### MEMBERS PRESENT:

S.No	Name of the Faculty	Department	College Designation	Role
1.	Dr.K.Sreenivas	S & H	Professor	coordinator
2.	S.Sampath Kumar	Civil	Asst. Professor	Member
3.	N.Surekha	EEE	Associate Professor	Member
4.	D.Pitchaiah	Mech	Asst. Professor	Member
5.	K. Rajyam	ECE	Asst. Professor	Member
6.	P.Anitha	CSE	Asst. Professor	Member
7.	G.kiranmai	MCA	Asst. Professor	Member
8.	G,Anuja	MBA	Asst. Professor	Member
9.	Sk.Zaheer	ECE	218A1A04C2	StudentMember
10.	V.Prathyusha	CSE	218A1A05A0	StudentMember
11.	K.Manoj	CIVIL	218A1A0134	StudentMember

#### Resolutions:

The following points were discussed during the meeting and the minutes were recorded as below

1. The Students are requested to state their grievances and from the discussions it appears that Their grievance include about the hygienic of washrooms and toilets
2. To look into the class room fans which are not working.-
3. It was Informed to the concerned department and particularly ordered to have a periodic Check of maintaining cleaning of the washrooms and toilets, was decision taken after Discussion

  
Coordinator



**Compliance Report:**

S. No	Resolutions	Date of Resolution raised	Responsible person	Resolution Status with date of completion
1	It was order to have a periodic check of maintaining the class room fans which are not working	11-11-23	Bhaskar( Facility Manager)	12-11-23
2	It was order to have a periodic check of maintaining cleaning of washrooms and toilets	11-11-23	Bhaskar (Facility Manager)	14-11-23

  
Coordinator

**Copy to:**  
**All HODS**  
**All Committee Members**  
**Facility Manager**







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## Student counselling /Grievance Redressal Committee

Date: 25 -01-2024

RPRA/ GRC /2023-24/ Circular/03

### CIRCULAR

All the members of Grievance Redressal Cell are requested for attend a meeting which will be held on English Lab at 3pm on 27 /01/2024.

#### AGENDA:

1. Any matter related to internal complaints.

S.No	Name of the Faculty	Department	College Designation	Role
1.	Dr.K.Sreenivas	S & H	Professor	coordinator
2.	S.Sampath Kumar	Civil	Asst. Professor	Member
3.	N.Surekha	EEE	Associate Professor	Member
4.	D.Pitchaiah	Mech	Asst. Professor	Member
5.	K. Rajyam	ECE	Asst. Professor	Member
6.	P.Anitha	CSE	Asst. Professor	Member
7.	G.kiranmai	MCA	Asst. Professor	Member
8.	G,Anuja	MBA	Asst. Professor	Member
9.	Sk.Zaheer	ECE	218A1A04C2	StudentMember
10.	V.Prathyusha	CSE	218A1A05A0	StudentMember
11.	K.Manoj	CIVIL	218A1A0134	StudentMember

  
Coordinator

Copy to:  
All HODS  
All Committee Members





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## Student counselling /Grievance Redressal Committee

### Minutes of the Meeting

Date: 27-01-2024

RPRA/ GRC /2023-24/ MoM /03  
Proceedings of the Meetings of GRC

#### AGENDA:

1. Any matter related to internal complaints

#### MEMBERS PRESENT:

S.No	Name of the Faculty	Department	College Designation	Role
1.	Dr.K.Sreenivas	S & H	Professor	coordinator
2.	S.Sampath Kumar	Civil	Asst. Professor	Member
3.	N.Surekha	EEE	Associate Professor	Member
4.	D.Pitchaiah	Mech	Asst. Professor	Member
5.	K. Rajyam	ECE	Asst. Professor	Member
6.	P.Anitha	CSE	Asst. Professor	Member
7	G.kiranmai	MCA	Asst. Professor	Member
8	G,Anuja	MBA	Asst. Professor	Member
9	Sk.Zaheer	ECE	218A1A04C2	StudentMember
10	V.Prathyusha	CSE	218A1A05A0	StudentMember
11	K.Manoj	CIVIL	218A1A0134	StudentMember

#### Resolutions:

No complaints

  
Coordinator





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NH-16, Valluru,-523272, Ongole, Prakasam District, A.P  
Student Grievance Redressal committee

Date: 06-03-2024

RPRA/ GRC /2023-24/ Circular/04

CIRCULAR

All the members of Grievance Redressal Cell are requested to attend a meeting which will be held on English Lab at 3pm on 07/03/2024.

AGENDA:

1. Any Matter related to internal complaints

S. No	Name of the Faculty	Department	Committee Designation
1	Dr.K.Sreenivas	S & H	Coordinator
2	S.Sampathkumar	Civil	Member
3	N.Surekha	EEE	Member
4	D.Pitchaiah	Mech	Member
5	k.Rajyam	ECE	Member
6	P.Anitha	CSE	Member
7	G.kiranmai	MCA	Member
8	G,Anuja	MBA	Member
9	Sk.Zaheer	III-ECE-Student	Student member
10	V.Prathyusha	III-CSE-Student	Student member
11	K.Manoj	III-CIVIL-Student	Student member

  
Coordinator

Copy to:  
All HODS  
All Committee Members





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Student Grievance Redressal committee

Minutes of the Meeting

Date: 07-03-2024

RPRA/ GRC /2023-24/ MoM /04  
Proceedings of the Meetings of GRC  
AGENDA:.

1. Any Matter related to internal complaints

MEMBERS PRESENT:

S. No	Name of the Faculty	Department	Committee Designation
1	Dr.K.Sreenivas	S & H	Coordinator
2	S.Sampathkumar	Civil	Member
3	N.Surekha	EEE	Member
4	D.Pitchaiah	Mech	Member
5	k.Rajyam	ECE	Member
6	P.Anitha	CSE	Member
7	G.kiranmai	MCA	Member
8	G,Anuja	MBA	Member
9	Sk.Zaheer	III-ECE-Student	Student member
10	V.Prathyusha	III-CSE-Student	Student member
11	K.Manoj	III-CIVIL-Student	Student member

Resolutions:  
No Complaints

Copy to:  
All HODS  
All Committee Members

  
Coordinator





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NH-16, Valluru,-523272, Ongole, Prakasam District, A.P  
**Student Grievance Redressal committee**

Date: 20-05-24

**ANNUAL REPORT**

To  
The IQAC Chairman,  
RISE Krishna Sai Prakasam Group of Institutions,

Sub: Student Grievance Redressal committee Annual report for A.Y:2023-24 – Reg.  
Respected Sir,

The committee has formed on 18-08-23 with the Dr.K.Sreenivas as coordinator and with below specified members and committee has gathered for 4 meetings for discussing various activities to be conducted for the quality improvement academically and non-academically and the minutes of meetings are recorded with the resolutions as specified below

**Committee members list**

S. No	Name of the Faculty	Department	Committee Designation
1	Dr.K.Sreenivas	S & H	Coordinator
2	S.Sampathkumar	Civil	Member
3	N.Surekha	EEE	Member
4	D.Pitchaiah	Mech	Member
5	k.Rajyam	ECE	Member
6	P.Anitha	CSE	Member
7	G.kiranmai	MCA	Member
8	G,Anuja	MBA	Member
9	Sk.Zaheer	III-ECE-Student	Student member
10	V.Prathyusha	III-CSE-Student	Student member
11	K.Manoj	III-CIVIL-Student	Student member

**Resolutions**

S. No	Resolutions	Date of Resolution raised	Responsible person	Resolution Status with date of completion
1	It was order to have a periodic check of maintaining the class room fans which are not working	11-11-23	Coordinator	12-11-23
2	It was order to have a periodic check of maintaining cleaning of washrooms and toilets	11-11-23	Coordinator	14-11-23

It's my previliage to convey my heart felt regards to our IQAC chairman sir for selecting me as coordinator and hoping the same support in future for conducting more activities.

Thanking You sir

*[Handwritten signature]*  
20/5/24



*[Handwritten signature]*  
Coordinator