



Sri Sri Sri Mookambika Educational Society's  
**VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE**

Peddasettipalli (V), Proddatur - 516360

(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)



**5.1.4. The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

S.No.	Findings of DVV	Response of HEI
1	Input modified as per supporting documents provided.	Mechanism for submission of online/ offline students grievances is provided in the supporting document.
2	Provide Circular/web-link/ committee report justifying the objective of the metric	Circular/ web link/ committee report justifying the objective of the metric is provided in the supporting document.
3	Provide the link to the Institutional website where the mechanism of redressal should be available as document.	Link to the institution website where the mechanism of redressal should be available as document is provided.

*B. Siddhanta*  
Principal

PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)



Sri Sri Sri Mookambika Educational Society's  
**V.AAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE**  
Peddasettipalli (V), Proddatur-516360.

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## **An Awareness Program**

**On**

### **Student Grievance Redressal System**

Vaagdevi Institute of Technology and Science conducted an Awareness Program on "Student Grievance Redressal System" on 28 July, 2022. The aim of the program was to create awareness among the girl students how to approach the Student Grievance Redressal Cell to express their concerns regarding academic matters, health services, libraries, and other services. It also provides support and resources to students so they can talk about their issues. The student grievance cell will also focus on Harassment issues, creating a protective environment for students.

Vaagdevi Institute of Technology and Science College Principal Dr S D Govardhan & Grievance Committee member Ms C Bhageerathi explained the importance, Objectives and functions of the Student Grievance Redressal System. Also he advised all the Students to make use of the Student Grievance Redressal System for any grievances and introduced the grievances committee members to the students. A total of 126 students attended the program.



**Students Grievance System on 28 July 2022**

  
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## **An Awareness Program**

**On**


### **Student Grievance Redressal System**

Vaagdevi Institute of Technology and Science conducted an Awareness Program on “Student Grievance Redressal System” on 06 August, 2021. The aim of the program was to create awareness among the girl students how to approach the Student Grievance Redressal Cell to express their concerns regarding academic matters, health services, libraries, and other services. It also provides support and resources to students so they can talk about their issues. The student grievance cell will also focus on Harassment issues, creating a protective environment for students.

Vaagdevi Institute of Technology and Science College Principal Dr S D Govardhan & Grievance Committee member Ms C Bhageerathi explained the importance, Objectives and functions of the Student Grievance Redressal System. Also he advised all the Students to make use of the Student Grievance Redressal System for any grievances and introduced the grievances committee members to the students. A total of 103 students attended the program.



**Students Grievance System on 06 August 2021**

  
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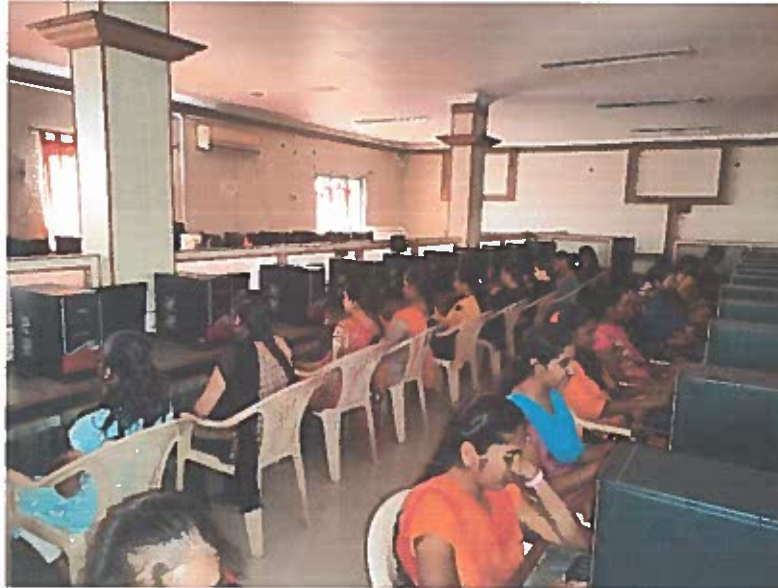


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**A One Day Faculty Awareness Program**  
**On**  
**Grievances Redressal Policy and HR Policy**

A One Day Faculty Awareness Program On “Grievances Redressal Policy and HR Policy” was Organised by Vaagdevi institute of Technology & Science on 8<sup>th</sup> July 2020. The aim of the program was create awareness among the new and existing faculty and Non-Teaching Staff. Around 76 Teaching and Non-Teaching faculty participated in the event. The main Objective of the Program was to nurture the newly joined Faculty and Staff with the academic and administrative practices along with Grievances Redressal Policy and HR Policy that are followed by the college for day to day transactions.

Dr G Jagadeeshwar Reddy, Principal, Vaagdevi institute of Technology & Science gave an over view of the program and explained the main aspects of academic and policy's of the college and advised all the members of faculty and Staff to make use of the Grievances Redressal Policy for any Grievances and also he has introduced Grievances Committee members to the faculty and Staff.



**Student Grievance program on 08 July 2020**

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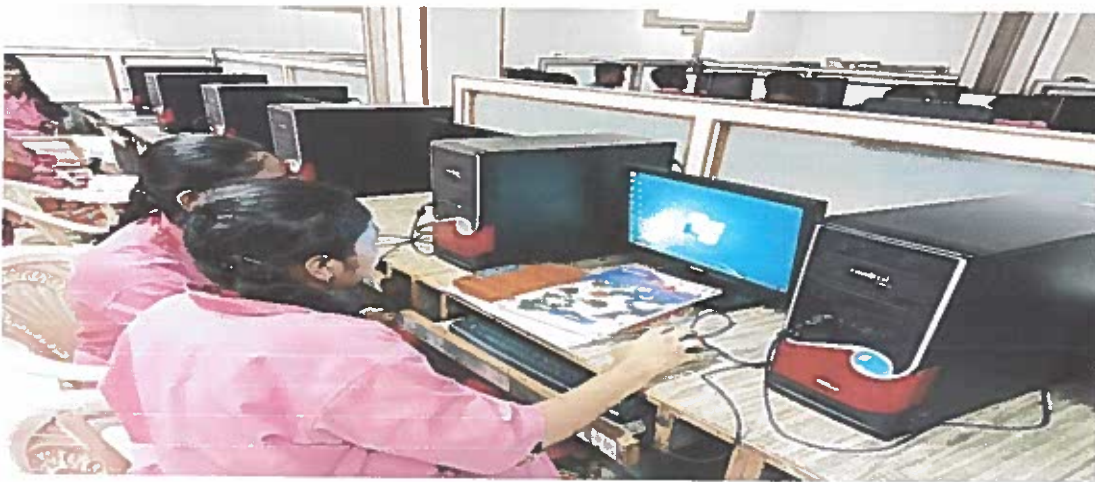
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## **An Awareness Program**

**On**

## **Student Grievance Redressal System**

Vaagdevi Institute of Technology and Science conducted an Awareness Program on “Student Grievance Redressal System” on 23 July, 2019. The student grievance cell is where students can make a complaint without fear of accomplishment and discrimination and ask for help if there any problem. The student can lodge their complaints through this system which will be redressed by institute. The objective of the program was to provide an opportunity for the students to freely express their grievance, with utmost anonymity. Also how to approach the student grievance cell to express their concerns regarding academic matters, health services, libraries, and other services. It also provides support and resources to students so they can talk about their issues. The student grievance cell will also focus on Harassment issues, creating a protective environment for students. Vaagdevi Institute of Technology and Science College Principal Dr G Jagadeeshwar Reddy & Grievance Committee member explained the importance. Also he advised all the Students to make use of the Student Grievance Redressal System for any grievances and introduced the grievances committee members to the students. A total of 96 students attended the program.



**Students Grievance System on 23 July 2019**

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## **An Awareness Program**

**On**

## **Student Grievance Redressal System**

Vaagdevi Institute of Technology and Science conducted an Awareness Program on “Student Grievance Redressal System” on 11 August, 2018. The aim of the program was to create awareness among the girl students how to approach the Student Grievance Redressal Cell to express their concerns regarding academic matters, health services, libraries, and other services. It also provides support and resources to students so they can talk about their issues. The student grievance cell will also focus on Harassment issues, creating a protective environment for students.

Vaagdevi Institute of Technology and Science college Principal Dr G Jagadeeshwar Reddy & Grievance Committee member Mrs T Asiya Thapaswin explained the importance, Objectives and functions of the Student Grievance Redressal System. Also he advised all the Students to make use of the Student Grievance Redressal System for any grievances and introduced the grievances committee members to the students. A total of 126 students attended the program.



**Students Grievance System on 11 August 2018**

**PRINCIPAL**  
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PRODDATUR, Kadapa (Dist.)



## **GRIEVANCE REDRESSAL POLICY**

To address grievances from students, parents, and others, in compliance with the All India Council for Technical Education (AICTE) regulations of 2012, under clause 1 of section 23 of the AICTE Act, 1987, the college has established a Grievance Redressal Committee (GRC). The objective of the GRC is to foster a harmonious educational environment within the institute.

### **Composition and Tenure of the Committee:**

The committee comprises a Chairperson, Convener, and two or more senior teaching faculty members. The Principal of the college serves as the chairperson. Committee members are nominated by the chairperson for a tenure of two years. Among the members, one must be female and another from the SC/ST/OBC category. Additionally, a student representative nominated by the chairperson serves as a special invitee.

### **Scope of Grievances:** Grievances may pertain to the following

- **Academic Matters:** Issues related to assessment, attendance, marks, and examination procedures.
- **Financial Matters:** Concerns regarding fees, scholarships, and payments.
- **Administration Matters:** Infrastructure, basic amenities, sanitation, transportation, victimization, harassment, and ragging by students or faculty.

**Grievance Receiving Mechanisms:** Individuals with genuine grievances may lodge complaints with the GRC along with necessary documents. Grievances can be reported through:

- Submission of a written complaint in person to the Committee Chairperson.
- Sending an email to [principal@vitspdtr.ac.in](mailto:principal@vitspdtr.ac.in)

**Grievance Redressal Mechanism:** Upon receiving a complaint, the GRC Chairperson schedules a meeting within ten days, after consulting with the members. Relevant documents are circulated to all members before the meeting. The applicant is notified of the meeting and invited to present their grievances. If the applicant is a minor, they may be accompanied by a natural/legal guardian. Committee

members deliberate on the case, considering the applicant's grievances and institute rules. The minutes of the meeting, including facts, evidence, and recommendations, are circulated for signatures. The decision of the GRC is communicated in writing to the applicant promptly.

**Appeal:** Applicants have the right to appeal to the Ombuds person within 15 days of receiving the Committee's recommendations. Written communication of the appeal is sent to the college, which forwards it along with relevant materials to the Ombuds person. The Ombuds person decides on the appeal within a reasonable time, and the final decision is communicated to the applicant by the college.

**Organization-wide Awareness:** Awareness programs are conducted to educate stakeholders, and grievance registration mechanisms are displayed on the website, digital signboards, and posters in prominent areas of the campus



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**2022-2023**

### Grievance Redressal Cell

#### Structure and Functions of Grievance Redressal Cell

#### **Structure:**

**Date:20.07.2022**

- Senior Gent Faculty as a Convener
- Senior Gent Faculty as a Co - Convener
- Senior Lady Faculty as a Co - Convener
- Senior Gent HOD as a General Secretary
- Senior Lady staff as a Treasurer
- Senior Non - Teaching Staff a Member
- Senior Non - Teaching Lady Staff a Member
- One Faculty Member from every department as a member

#### **Members of the committee:**

S. No	Name	Designation	Department	Position in the committee	Contact Number
1.	Mr V Narasimha Swamy	HOD	CSE	Convener	9966746768
2.	Mr K Rama Mohan Reddy	HOD	EEE	Co - Convener	9885739752
3.	Mr S Siddeswar Reddy	HOD	ECE	General Secretary	9160208308
4.	Mr.M.V.V.Prasad	HOD	BSc&H	Co - Convener	9848428427
5.	Mr.S.M.K.Sukumar Reddy	Asst.Prof	ECE	Member	9000372712
6.	Mr M Srikanth	Asst.Prof	CSE	Member	9391489597
7.	Mrs P Asiya Thapaswin	Asst.Prof ,	ECE	Treasurer	9885850237
8.	Mr G Pullaiah	Asst. Prof	EEE	Member	8323432855
9.	Mrs Subba Thulasamma	Librarian	BSc&H	Member	8897808647

10.	Mr S Gurappa	Non-teaching Staff	Office	Member	8019988734
11.	Mr C Ramech	Non-teaching Staff	Examcell	Member	9063906336

### Functions Of Grievance Redressal Cell:

- Identify the Grievances among the students.
- Reporting to the Principal/HOD for future action.
- Identify the source of problem and rectifying.
- Offering solutions for the Grievance.
- To make necessary Recommendations to the Principal
- To examine the Grievances.
- To hand over the grievances relating to examination and evaluation to the Registrar.
- The cell formally will review all cases and will act accordingly as per the management policy.
- 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.

  
 CONVEENOR  
 HOD-Office  
 Vaagdevi Institute of Technology & Science  
 PEDDASETTIPALLI.  
 PRODDATUR. Kadapa (Dist.)

  
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**Grievance Redressal Committee**

**Summary Sheet**

Grievance Submitted to Central Grievances Redressal in the Academic year 2022-2023.

S. no	Name	Department	Grievances	Date	Action	Remarks
1	A. Manasa	CSE	To Reduce the bus fee	15.09.2022	Yes	Nil
2	S. Sazid	EEE	Repair Water Taps in Gents Washroom.	13.12.2022	Yes	Nil
3	B.Poojitha	ECE	Please change the college Timings.	21.04.2023	Yes	Nil

  
CONVENER  
HOD of CSE

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VITS/GRC/2022-2023

28.04.2023

**CIRCULAR**

A meeting is convened on 30.04.2023@ 12:00PM in Principal Chamber to look into Grievances rise by students in the academic year 2022-2023. All the Grievance members attend the meeting Without fail.

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Students

  
CONVENER, GRC  
HOD of CSE

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**Grievance Redressal Cell**

**Minutes of Meeting**

Venue : Principal Chamber  
Date : 30.04.2023  
Time : 12:00 P.M

**Members Present:**

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Ms C Bhageerathi	Asst.Prof of MBA Dept,	Member	
3	Mr S M K Sukumar Reddy	Asst.,Prof of ECE Dept.,	Member	
4	Mrs M Lakshmi Devi	Asst.Prof of BS&H Dept,	Member	
5	Mr C Ramesh	Exam Cell	Member	
6	Mr S Gurappa	Non - Teaching Staff	Member	

The convener of the the Grievance Redressal cell welcomed the members of the cell. The following are the Problems Received by the committee.

1)Grievances received in the academic year 2023:

The following major grievances put up by the students through oral communication and Complaint Letters .

- > To Change College Timings.
- > Repair Water Taps in Gents Washroom.
- > To Reduce the bus fee

2)An awareness program on the Grievance redressal policy was conduct for I & II Year Students.

3) It is resolved that an awareness program on Grievance redressal policy and mechanism of redressal shall be conducted for the Faculty, Non- Teaching and students with in Ten days after commencement of the classwork as per Academic Calender.

CONVENER  
HOD of CSE

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PRINCIPAL

PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)

Proddatur,

21.04.2023

To

The principal

Vaagdevi Institute of Technology & Science.  
Proddatur.

Sub: please change the college timings.

Respected Sir,

I am B. Poojitha Roll.No: 20L21A0451 in III ECE  
VITS. Sir, I am coming from pendlimari to college  
every day. Evening the bus is not available at that  
college time. please change college timings 20 minutes  
early.

Thanking you sir,

Your's sincerely

B. Poojitha

20L21A0451

III ECE

Forwarded to Principal  
GRC committee  
to take actions.

V. N. S. / 20/4/23



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VITS/GRC/2022-2023

25.04.2023

**CIRCULAR**

A meeting is convened on 26.04.2023@3:30 PM in Principal Chamber to look into Grievances rise by student B.Poojitha, Roll no: 20L21A0451 of B.Tech ECE regarding the change college timings, because of Bus availability.

All the Grievance members attend the meeting Without fail.

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Student

  
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HOD of CSE  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR, Kadapa (Dist)



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**Grievance Redressal Cell**

**Minutes of Meeting**

Venue : Principal Chamber  
Date : 26.04.2023  
Time : 3:30 P.M  
Members Present:

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Ms C Bhageerathi	Asst.Prof of MBA Dept,	Member	
3	Mr S M K Sukumar Reddy	Asst.,Prof of ECE Dept.,	Member	
4	Mrs M Lakshmi Devi	Asst.Prof of BS&H Dept,	Member	
5	Mr C Ramesh	Exam Cell	Member	
6	Mr S Gurappa	Non - Teaching Staff	Member	

Issue: Concern - permission to change college timings.

**Resolutions:**

The committee perused the concern of the student, B.Poojitha, Roll no: 20L21A0451 of B.Tech ECE regarding the change college timings. The committee on it's enquiry understood that the bus availability. Hence the students request is considered and changed the college timings.

CONVENER, SRC  
HOD of CSE

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**CIRCULAR**

Date:26.04.2023

As per the request of the majority of the students the college Timings changed from next week on words. The new timings as follows as:

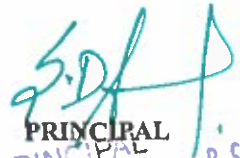
Old Timings: 9:15AM - 4:20PM

New Timings: 9:00AM - 4:00PM

I request all students and staff to make note of it and follow from next Monday onwards.

**Copy To:**

1. Chairman
2. Director
3. HOD's and staff
4. All students to readout in class rooms
5. Notice Boards

  
PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)

13/12/2022,  
Proddatur,

TO  
The principal,  
VITS,  
Proddatur.

SUB:- please Repair water-taps in Gents Washroom

Respected Sir,

I am S. Sajid, Roll NO:- 22L25A0217, B.Tech  
in. EEE Branch. Sir, I faced and also lot of students  
faced same problem in the washroom because of water-taps  
water flow is too slow. So. please repair water-taps in  
Gents washroom.

Thanking you sir,

your sincerely,  
S. Sajid,  
22L25A0217,  
EEE Dept.

Forwarded to principal  
G.R.S. committee to take  
necessary action

VNSaif  
13/12/2022



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VITS/GRC/2022-2023

14.12.2022


**CIRCULAR**

A meeting is convened on 15.12.2022 @4:00 PM in Principal Chamber to look into Grievances rise by student S.Sazid, Roll no: 22L21A0217 of B.Tech EEE regarding the change taps in the washroom.

All the Grievance members attend the meeting Without fail.

**Copy To:**

1. Members of the committee
2. Aggrieved Student

  
CONVENER, GRC  
HOD of CSE  
Vaagdevi Institute of Technology & Science  
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**Grievance Redressal Cell**

**Minutes of Meeting**

Venue : Principal Chamber

Date : 15/12/2022

Time : 4:00P.M

Members Present:

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Ms C Bhageerathi	Asst.Prof of MBA Dept,	Member	
3	Mr S M K Sukumar Reddy	Asst.,Prof of ECE Dept.,	Member	
4	Mrs M Lakshmi Devi	Asst.Prof of BS&H Dept,	Member	
5	Mr C Ramesh	Exam Cell	Member	
6	Mr S Gurappa	Non - Teaching Staff	Member	

Issue: Concern - Repair Water Taps in Gents Washroom.

**Resolutions:**

The committee perused the concern of the student, S.Sazid , Roll no: 22L25A0217 of B.Tech EEE regarding Repair Water Taps in Gents Washroom. The committee on it's enquiry on the problem. Hence the students request is considered and changed Taps in the Gents Washroom.

CONVENER, GRC  
HOD of CSE

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**CIRCULAR**

As per the request of the students the Problem of Water Tap In Gents Washroom in Sharswathi block in the first floor was resolved with in a day. So all of you use the washroom tomorrow onwards.

**Copy To:**

1. Chairman
2. Director
3. HOD's and staff
4. All students to readout in class rooms
5. Notice Boards

*S.D.A.*  
PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR, Kadapa (Dist.)

Date: 15/9/2022

Praddebur

To  
The principal,  
VITS,  
Praddebur.

Sub: please reduce the bus fee.

Respected sir!

I am A. Manasa, Roll No: 21L21A0561, B-tech  
in CSE branch. Sir I and more students faced  
problem with bus fee it is too high try to  
understand middle class students budget. please  
reduce college bus fee.

Thanking you sir,

forwarded to principal  
GRC committee  
to take necessary action.

16/9/2022

Yours faithfully  
A. Manasa  
21L21A0561  
CSE



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VITS/GRC/2022-2023

16.09.2022

**CIRCULAR**

A meeting is convened on 17.09.2022@3:30 PM in Principal Chamber to look into Grievances rise by student A. Manasa, Roll no: 21L21A0561 of B.Tech CSE regarding to reduce Bus Fee.

All the Grievance members attend the meeting With out fail.

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Student

  
CONVENER,GRC  
HOD of CSE  
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**Grievance Redressal Cell**

**Minutes of Meeting**

Venue : Principal Chamber  
Date : 17.09.2022  
Time : 3:30 P.M  
Members Present:

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Mr C Bhageerathi	Asst.Prof of MBA Dept,	Member	
3	Mr S M K Sukumar Reddy	Asst.,Prof of ECE Dept.,	Member	
4	Mrs M Lakshmi Devi	Asst.Prof of BS&H Dept,	Member	
5	Mr C Ramesh	Exam Cell	Member	
6	Mr S Gurappa	Non - Teaching Staff	Member	

**Issue:** Concern - To reduce the bus fee.

**Resolutions:**

The committee perused the concern of the student, A. Manasa, Roll no: 21L21A0561 of B.Tech CSE regarding to reduce the bus fee. The committee on it's enquiry on problem. Hence the students request is considered to reduce the bus fee.

CONVENER, GRC  
HOD of CSE  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)

PRINCIPAL.  
PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)





Sri Sri Mookambika Educational Society's  
VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE  
Peddasettipalli (V), Proddatur-516360.

(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)



**CIRCULAR**

**Date: 18.09.2022**

As per the request of the students to reduce the bus fee. Due to the high amount of bus fee lot of students suffer to going in college bus. So college management decided to reduce the bus fee 10 Percent of total bus fee.

All students consider the bus fee reduction and use the bus facility.

**Copy To:**

1. Chairman
2. Director
3. HOD's and staff
4. All students to readout in class rooms
5. Notice Boards

  
PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)



**Grievance Redressal Cell**

**Minutes of Meeting**

Venue : Principal Chamber  
Date : 20/01/2022  
Time : 11:30 A.M  
Members Present:

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Ms C Bhageerathi	Asst.Prof of MBA Dept,	Member	
3	Mr S M K Sukumar Reddy	Asst.,Prof of ECE Dept.,	Member	
4	Mr M Srikanth	Asst.,Prof of ECE Dept.,	Member	
5	Mr S Gurappa	Non - Teaching Staff	Member	
6	Mr C Ramesh	Non - Teaching Staff	Member	
7	Mrs G Subba Thulassamma	Librarian	Member	

The Convener of the Grievance Redressal Cell Welcomed the members of the cell. The following are the resolutions made by the committee in this meeting:

1. Grievances received and redressed in the academic year 2021-2022:

The convener was to share that there were no Grievances received during the academic year 2021-2022. Because of Corona.

2. The committee has received the existing policy and after elaborate discussions. The committee has accepted to continue the existing policy and publish the policy for immediate implementation.

3. The committee resolved to publicize the Grievance Redressal policy and mechanism of redressal among the stake holders of the college through college Website and Notice Boards.

4. It is resolved that an awareness Program on Grievance Redressal policy and mechanism of redressal shall be conducted for the Faculty, Non - Teaching and students(I B.Tech and II B.Tech(LE)) with in Two weeks after commencement of the classwork as per the academic calender.

CONVENER, GRC  
HOD of CSE

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Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

VITS/GRC/2021-2022

18.01.2022

**CIRCULAR**

A meeting is convened on 20.01.2022@ 11:30PM in Principal Chamber to look into Grievances rise by students in the academic year 2021-2022. All the Grievance members attend the meeting Without fail.

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Students

  
CONVENER, GRC  
HOD of CSE  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI,  
PRODDATUR, Kadapa (Dist.)



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VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE  
Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

### Grievance Redressal Cell

#### Minutes of Meeting

Venue : Principal Chamber  
Date : 20.10.2020  
Time : 10:40 A.M

**Members Present:**

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	V.N.Swamy
2	Ms C Bhageerathi	Asst.Prof of MBA Dept,	Member	C.Bhageerathi
3	Mr S M K Sukumar Reddy	Asst.Prof of ECE Dept.,	Member	SMK
4	Mrs P Asiya Thapaswin	Asst.Prof of ECE Dept.,	Member	P.Asiya
5	Mrs M Lakshmi Devi	Asst.Prof of BS&H Dept,	Member	M.Lakshmi
6	Mrs I Siva Lakshmi	Asst.Prof of CSE Dept.	Member	Sivalakshmi
7	Mr C Ramesh	Non - Teaching Staff	Member	C.Ramesh
8	Mrs G Subba Thulasamma	Librarian	Member	G.Subba

The Convener of the Grievance Redressal Cell Welcomed the members of the cell. The following are the resolutions made by the committee in this meeting:

1. Grievances received and redressed in the academic year 2020-2021:

The convener was to share that there were no Grievances received during the academic year 2020-2021. Because of Corona.


2. The committee has received the existing policy and after elaborate discussions. The committee has accepted to continue the existing policy and publish the policy for immediate implementation.

3. The committee resolved to publicize the Grievance Redressal policy and mechanism of redressal among the stake holders of the college through college Website and Notice Boards.

4. It is resolved that an awareness Program on Grievance Redressal policy and mechanism of redressal shall be conducted for the Faculty, Non - Teaching and students(I B.Tech and II B.Tech(LE)) with in Two weeks after commencement of the classwork as per the academic calender.

  
CONVENER, GRC  
HOD of CSE

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PRINCIPAL  
Vaagdevi Institute of Technology & Science  
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VITS/GRC/2020-2021

18.10.2020

**CIRCULAR**

A meeting is convened on 20.10.2020@ 10:40AM in Principal Chamber to look into Grievances rise by students in the academic year 2020-2021. All the Grievance members attend the meeting Without fail.

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Students

  
CONVENER, GRC

HOD of CSE

Vaagdevi Institute of Technology & Science  
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(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

### Grievance Redressal Cell

#### Summary Sheet

Grievance Submitted to Central Grievances Redressal in the Academic year 2019-20

S. no	Name	Department	Grievances	Date	Action	Remarks
1	N.Raja Reddy	ECE	Replacement of Fans in Laboratory	07/08/2019	Yes	Nil
2	S. Madhu	EEE	To monitor cleanness and hygiene of the canteen	23/07/2019	Yes	Nil

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HOD of CSE

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VITS/GRC/2019-2020

12.09.2019

**CIRCULAR**

A meeting is convened on 14.09.2019@ 4:00PM in Principal Chamber to look into Grievances rise by students in the academic year 2019-2020. All the Grievance members attend the meeting Without fail.

CONVENER, GRC

HOD of CSE

Vaagdevi Institute of Technology & Science  
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PRODDATUR. Kadapa (Dist.)

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Students



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Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

### Grievance Redressal Cell

#### Minutes of Meeting

Venue : Principal Chamber  
Date : 14.09.2019  
Time : 04:00 P.M  
Members Present:

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Mr C Bhageerathi	Asst.Prof of MBA Dept,	Member	
3	Mr S M K Sukumar Reddy	Asst.Prof of ECE Dept.,	Member	
4	Mrs P Asiya Thapaswin	Asst.Prof of ECE Dept.,	Member	
5	Mr S Gurappa	Non - Teaching Staff	Member	Absent
6	Mr C Ramesh	Non - Teaching Staff	Member	
7	Mrs M Lakshmi Devi	Asst.Prof of BS & H Dept	Member	

The convener of the the Grievance Redressal committee welcomed the members of the cell. The following are the problems received by the committee in this meeting:

1) Grievances received in the academic year 2019.:

The following major grievances put up by the students through oral communication were received.

- Replacement of Fans in Laboratory.
- To monitor cleanness and hygiene of the canteen.

2) An awareness program on the Grievance redressal policy was conduct for First Year Students.

3) It is resolved that an awareness program on Grievance redressal policy and mechanism of redressal shall be conducted for the Faculty, Non- Teaching and students with in Two weeks after commencement of the classwork as per Academic Calender.

CONVENER

HOD of CSE

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Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)



Proddatur,  
07/08/2019.

To  
Principal,  
Vaagdevi Institute of Technology & Science,  
proddatur.

Sub: Request for replacement of fans in  
Laboratory

Respected Sir,

I am N. Raja Reddy, CSE, Roll No: 1912110537, 7th year  
in our college. In our laboratory fan is not working  
please consider our request, replace the fan in the  
EDC lab.

Thanking you Sir,

Forwarded To Principal  
GRC Committee  
to take necessary  
action.

V. Raju  
10/8/19

Yours Sincerely  
N. Raja Reddy  
1912110537  
II ESE.



Sri Sri Sri Mookambika Educational Society's  
VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE  
Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

VITS/GRC/2019-2020

11.08.2019

**CIRCULAR**

A meeting is convened on 12.08.2019 @2:30 PM in Principal Chamber to look into Grievances rise by student N. Raja Reddy , Roll no: 19L21A0537 of B.Tech CSE regarding replacement of Fans in Laboratory.

All the Grievance members attend the meeting Without fail.

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Student

  
CONVENER, GRC  
HOD of CSE  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)



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Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

### Grievance Redressal Committee

#### Minutes of Meeting

Venue : Principal Chamber  
Date : 12.08.2019.  
Time : 02:30P.M  
Members Present:

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Ms C Bhageerathi	Asst.Prof of MBA Dept,	Member	
3	Mr S M K.Sukumar Reddy	Asst.Prof of ECE Dept.,	Member	
4	Mrs P Asiya Thapaswin	Asst.Prof of ECE Dept.,	Member	
5	Mr S Gurappa	Non - Teaching Staff	Member	
6	Mr C Ramesh	Non - Teaching Staff	Member	
7	Mrs M Lakshmi Devi	Asst.Prof of BS & H Dept	Member	

Issue: Concern - To replace the fans in Laboratory

#### Resolutions:

The committee perused the concern of the student, N. Raja Reddy , Roll no: 19L21A0537 of B.Tech CSE regarding to replace the fans in Laboratory. The committee on it's enquiry on problem. Hence the students request is considered to replace the fans in Laboratory.

CONVENER, GRC  
HOD of CSE

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PRODDATUR. Kadapa (Dist.)

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(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTU'A, Anantapuramu)


**CIRCULAR**

Date:13.08.2019

As per the request of the students to replace the Fans in Laboratory. The management considered the request and replaced Fans in the Laboratory within two days.

**Copy To:**

1. Chairman
2. Director
3. HOD's and staff
4. All students to readout in class rooms
5. Notice Boards

  
**PRINCIPAL**  
**PRINCIPAL**  
**Vaagdevi Institute of Technology & Science**  
**PEDDASETTIPALLI.**  
**PRODDATUR. Kadapa (Dist.)**

Proddatur  
23/07/2019

To  
Principal,  
Vaagdevi Institute of Technology & Science,  
Proddatur.

Sub:- To maintain cleanness and hygiene of  
the canteen.

Respected Sir,

I am S. Madhu, EEE Roll No: 17L21A0249. In our  
college, canteen is looking very dirty and is not  
hygiene. So, kindly maintain canteen clean & hygiene.

Thanking you Sir,

Forwarded To Principal

Ask to take  
necessary actions

N. N. Sripada  
23/7/19

Yours faithfully  
S. Madhu  
17L21A0249  
EEE



Sri Sri Mookambika Educational Society's  
VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE  
Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

VITS/GRC/2019-2020

29.07.2019

**CIRCULAR**

A meeting is convened on 30.07.2019@3:30 PM in Principal Chamber to look into Grievances rise by student S.Madhu , Roll no: 17L21A0249 of B.Tech EEE regarding to maintain canteen clean and hygiene.

All the Grievance members attend the meeting Without fail.

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Student

  
CONVENER, GRC  
HOD of CSE  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI  
PRODDATUR, Kadapa (Dist.)



Sri Sri Mookambika Educational Society's  
VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE  
Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

**Grievance Redressal Committee**

**Minutes of Meeting**

Venue : Principal Chamber  
Date : 30.07.2019  
Time : 04:00 P.M

**Members Present:**

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Ms C Bhageerathi	Asst.Prof of MBA Dept,	Member	
3	Mr S M K.Sukumar Reddy	Asst.Prof of ECE Dept.,	Member	
4	Mrs P Asiya Thapaswin	Asst.Prof of ECE Dept.,	Member	
5	Mr S Gurappa	Non - Teaching Staff	Member	
6	Mr C Ramesh	Non - Teaching Staff	Member	
7	Mrs M Lakshmi Devi	Asst.Prof of BS & H Dept	Member	

**Issue:** Concern - Maintain canteen clean and hygiene

**Resolutions:**

The committee perused the concern of the student, S.Madhu , Roll no: 17L21A0249 of B.Tech CSE regarding to maintain canteen clean and hygiene . The committee on it's enquiry on problem. Hence the students request is considered to maintain canteen clean and hygiene.

CONVENER, GRC  
HOD of CSE

Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)

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PEDDASETTIPALLI.  
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VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE  
Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

**CIRCULAR**

**Date: 1.08.2019**

As per the request of the students to maintain the canteen clean and hygiene. The management considered the request and change new contract to canteen. They maintain clean and hygiene environment.

**Copy To:**

- 1) Chairman
- 2) Director
- 3) HOD's and staff
- 4) All students to readout in class rooms
- 5) Notice Boards

**PRINCIPAL**

Vaagdevi Institute of Technology & Science  
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PRODDATUR. Kadapa (Dist.)





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Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

**Grievance Redressal Cell**

**Summary Sheet**

Grievance Submitted to Central Grievances Redressal in the Academic year 2018-2019.

S.no	Name	Department	Grievances	Date	Action	Remarks
1	K Mounika	ECE	To replace the damaged door in girls washroom.	29.07.2018	Yes	Nil
2	Y Uma Devi	EEE	Change college Bus root	21.07.2018	Yes	Nil

  
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HOD of CSE  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR, Kadapa (Dist.)

  
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(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

VITS/GRC/2018-2019


18.08.2018

**CIRCULAR**

A meeting is convened on 20.08.2018@ 4:00PM in Principal Chamber to look into Grievances rise by students in the academic year 2022-2023. All the Grievance members attend the meeting Without fail.

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Students

  
CONVENER, GRC  
HOD of CSE  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)



Sri Sri Sri Mookambika Educational Society's  
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Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

### Grievance Redressal Cell

#### Minutes of Meeting

Venue : Principal Chamber  
Date : 20.08.2018  
Time : 04:00 P.M  
Members Present:

S.No	Name	Position	Position In Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Ms C Bhageerathi	Asst.Prof of MBA Dept,	Member	
3	Mr S M K Sukumar Reddy	Asst.,Prof of ECE Dept.,	Member	
4	Mrs P Asiya Thapaswin	Asst.,Prof of ECE Dept.,	Member	
5	Mr S Gurappa	Non - Teaching Staff	Member	
6	Mr CV Subbaiah	Non - Teaching Staff	Member	

The convener of the the Grievance Redressal cell welcomed the members of the cell. The following problems are received by the committee in this meeting.

#### **Grievances received in the academic year 2018:**

The following major grievances put up by the students through oral communication were received..

- To replace the damaged door in girls washroom.
- Change college Bus root.

Here all Problems are considered in this meeting we are all discussed with in a few days, we will provide Resolutions.

CONVENER  
HOD of CSE  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)

PRINCIPAL  
PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)

Proddatur  
29-07-2018

To

The Principal  
Vogdevi Institute of Technology & Science  
Proddatur.

Sub: Request for to replace damage door in  
girls washroom.

Respected Sir,

I am K. Mounika, Roll No: 15L21A00426 from  
4<sup>th</sup> CSE, A in our college. From 3 weeks onwards we're  
suffering with problem in washroom because of damage  
to door. So please replace damaged door in girls washroom  
which is present 2<sup>nd</sup> floor of Saranwati Block.

Thanking you Sir,

Yours sincerely,  
K. Mounika,  
Roll No: 15L21A00426  
4<sup>th</sup> CSE, A

Forwarded to Principal

GRC Committee  
to take necessary  
actions.

V. N. S. /  
31/7/18



Sri Sri Mookambika Educational Society's  
VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE  
Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

VITS/GRC/2018-2019

31.07.2018

**CIRCULAR**

A meeting is convened on 1.08.2018@3:30 PM in Principal Chamber to look into Grievances rise by student K.Mounika, Roll no: 15L21A0426 of B.Tech ECE regarding to replace damaged doors in Girls washroom.

All the Grievance members attend the meeting Without fail.

**Copy To:**

- 1) Members of the committee
- 2) Aggrieved Student

  
CONVENER, GRC

**HOD of CSE**

**Vaagdevi Institute of Technology & Science  
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(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

**Grievance Redressal Committee**

**Minutes of Meeting**

Venue : Principal Chamber

Date : 1.08.2018

Time : 03:30P.M

Members Present:

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	
2	Ms C Bhageerathi	Asst.Prof of MBA Dept.,	Member	
3	Mr S M K.Sukumar Reddy	Asst.Prof of ECE Dept.,	Member	
4	Mrs P Asiya Thapaswin	Asst.Prof of ECE Dept.,	Member	
5	Mr S Gurappa	Non - Teaching Staff	Member	
6	Mr C Ramesh	Non - Teaching Staff	Member	
7	Mrs M Lakshmi Devi	Asst.Prof of BS & H Dept	Member	

Issue: Concern - To change damage doors in Girls Washroom.

**Resolutions:**

The committee perused the concern of the student, K.Mounika, Roll no: 15L21A0426 of B.Tech ECE regarding to change damage doors in Girls Washroom. The committee on it's enquiry on the problem. Hence the students request is considered to change damage doors in girls washroom.

CONVENER, GRC

HOD of CSE

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(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

**CIRCULAR**

Date:02.08.2018

As per the request of the students to change damage doors in Girls Washroom. The management considered the request and change new doors in the girls washroom. The Problem was resolved.

**PRINCIPAL**

**Copy To:**

1. Chairman
2. Director
3. HOD's and staff
4. All students to readout in class rooms
5. Notice Boards

**PRINCIPAL**  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)

TO

Proddatur

21-07-2018

The principal

Vaagdevi Institute of Technology & Science  
Proddatur.

Sub:- Request for change Bus route

Respected Sir,

I am Y. UMA DEVI, Roll No: 17225A0261, III EEE  
in our college. Everyday I am going to college bus  
from college to Rameshwaram through bypass and  
more students in Gandhi road present. Due to  
Bus route most of students suffering to going  
home in this route. So please change bus route  
college to Rameshwaram via Gandhi road.

Thanking you sir

Yours sincerely  
Y. Uma devi

Roll No: 17225A0261

III - EEE

Forwarded to  
GRC Committee  
to take necessary  
action.

V. N. S. P.  
25/7/18





Sri Sri Mookambika Educational Society's  
VAAGDEVI INSTITUTE OF TECHNOLOGY & SCIENCE  
Peddasettipalli (V), Proddatur-516360.

(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)



VITS/GRC/2018-2019

26.07.2018

**CIRCULAR**

A meeting is convened on 28.07.2018@2:30 PM in Principal Chamber to look into Grievances rise by student Y. Uma Devi, Roll no: 17L25A0261 of B.Tech EEE regarding to change the bus route.

All the Grievance members attend the meeting Without fail.

Copy To:

- 1) Members of the committee
- 2) Aggrieved Student

CONVENER, GRC  
HOD of CSE

Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)



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Peddasettipalli (V), Proddatur-516360.



(Approved by A.I.C.T.E., New Delhi, Affiliated to JNTUA, Anantapuramu)

**Grievance Redressal Committee**

**Minutes of Meeting**

Venue : Principal Chamber

Date : 28.07.2018

Time : 02:30P.M

Members Present:

S.No	Name	Position	Position in Committee	Signature
1	Mr V Narasimha Swamy	HOD of CSE Dept.,	Convener	V. Narasimha Swamy
2	Ms C Bhageerathi	Asst.Prof of MBA Dept.,	Member	C. Bhageerathi
3	Mr S M K. Sukumar Reddy	Asst.Prof of ECE Dept.,	Member	SMK
4	Mrs P Asiya Thapaswin	Asst.Prof of ECE Dept.,	Member	P. Asiya Thapaswin
5	Mr S Gurappa	Non - Teaching Staff	Member	S. Gurappa
6	Mr C Ramesh	Non - Teaching Staff	Member	C. Ramesh
7	Mrs M Lakshmi Devi	Asst.Prof of BS & H Dept	Member	M. Lakshmi Devi

Issue: Concern - To change bus route.

**Resolutions:**

The committee perused the concern of the student, Y. Uma Devi, Roll no: 17L25A0261 of B.Tech EEE regarding to change the Bus route.. The committee on it's enquiry on the problem. Hence the students request is considered to change the Bus route.

  
CONVENER, CRC  
HOD of CSE

Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
PRODDATUR. Kadapa (Dist.)

  
PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI.  
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**CIRCULAR**

**Date:29.07.2018**

As per the request of the students to change the Bus route. The management considered the request and change the Bus route to Rameshwaram Via Gandhi road .

Old Route: College - Rameshwaram Via Bypass Road

New Route: College - Rameshwaram Via Gandhi Road

  
PRINCIPAL

PRINCIPAL  
Vaagdevi Institute of Technology & Science  
PEDDASETTIPALLI:  
PRODDATUR, Kadapa (Dist)

**Copy To:**

- 1) Chairman
- 2) Director
- 3) HOD's and staff
- 4) All students to readout in class rooms
- 5) Notice Boards



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Link to the Institutional website where the mechanism of redressal should be available as document.

**Institutional website Link(Online Grivence Link)**

Link: [http://vitspdtr.ac.in/PDF/SSR/ADDITIONAL\\_INFORMATION/5.1.4.pdf](http://vitspdtr.ac.in/PDF/SSR/ADDITIONAL_INFORMATION/5.1.4.pdf)

*B. S. Srinivasan*  
PRINCIPAL

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PRODDATUR, Kadapa (Dist.)



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### Online Grievance Redressal Form

All the students are here by informed that the following Link is available for online student's grievance.

Link: <https://forms.gle/cTfcg7HxmMKMrzTA9>

  
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