



VIGNAN's INSTITUTE OF INFORMATION TECHNOLOGY
(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUGV, Vizianagaram)
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

REDRESSAL OF STUDENTS GRIEVANCES

ACADEMIC YEAR 2018-23

Grievance & Redressal Committee



**GRIEVANCE
CELL**





VIGNAN's INSTITUTE OF INFORMATION TECHNOLOGY (AUTONOMOUS)

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Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

Ref: No. VIIT/Principal/Order/2019/06/01

Date: 07-06-2019

OFFICE ORDER

The following Grievance Redressal Committee is nominated to deal with grievances related to students and Staff for the Academic Year 2019-20. The committee will discuss any faculty/student grievances which are submitted, resolve the grievances, report to the concerned and submit feedback to PC.

Frequency of meetings: Once in a month or when required / on Demand Basis

Committee for Students Grievances

S.No.	Name of the person	Designation	Status of the person
1	Dr. B. Arundhati	Principal	Chairperson
2	Dr. K. Madhusudhana Rao	Dean Student Affairs	Member
3	Dr. Syed Kamalludin	Dean Academics	Member
4	Dr. Rojeena Mathew	Head – WPC	Member
5	Mr. G. Thiagarajan	Head Grievance Cell	Member Secretary

Copy to: Rector Office

CEO for Information

Vice principal (Academics)

- Officer L/CS
- Individuals
- Office files Web-site Coordinator



Principal
Principal
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-4

Name	HoD- Civil	HoD- EEE	HoD- MECH	HoD- ECE	HoD- CSE	HoD- IT	HoD- ECM	HoD- BS&H	HoD- MCA	HoD- MBA



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Ref: No. VIIT/ GRC/2019/02/01

Date: 04-02-2019

CIRCULAR

The following Grievance Redressal Committee members are informed to assemble in principal office at 2.30PM on 07-02-2019 to discuss and plan remedial measures for grievances of students.

Principal
VIGNAN'S INSTITUTE OF
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Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy To:

1. Dr.B. Arundathi, Head Women Protection Cell, Member
2. Dr. K. Madhusudana Rao, Dean Student Affairs, Member
3. Dr.Ch. Hari Govinda Rao, Dean Admin, Member
4. Shri. G.Thiagarajan, Head Grievance Cell





Ref: No. VIIT/ GRC/2019-20/01

Date: 09-08-2019

Minutes of the Grievance Redressal Committee Meeting

Members Present:

S.No	Name of the Member	Designation	Role	Signature
1	Dr. B. Arundhati	Principal	Chairperson	
2	Dr. K. Madhusudhana Rao	Dean Student Affairs	Member	
3	Dr. Syed Kamalludin	Dean Academics	Member	
4	Dr. Rojeena Mathew	Head Women Protection Cell	Member	
5	Shri. G.Thiagarajan,	Head Grievance Cell	Member Secretary	

Points Discussed:

1. G.Thiagarajan, Member secretary suggested that students are expressing their desire to have one more kabaddi Court so that many teams can do practice. The grievance appeal committee recommends to the management for establishing a new kabaddi Court inside the campus and a letter will be sent to physical director to follow it up.
2. Dr. K. Madhusudana Rao, Dean of students representing that students need instruction in cricket batting and bowling techniques. The committee suggests holding a workshop with a national Coach serving as a resource.
3. Dr.B.Arundhati, Principal and other committee members are happy to know that Canteen is now functioning with a bakery section and fried food section and a fruit Juice section to cater to the varying needs of students.
4. Dr. Syed Kamalludin, Dean Academics expressing that students want the library to have a dedicated reading space. So, committee members suggested to give instructions to manager on how to set up a reading room.
5. G.Thiagarajan, Member addressed that Staff and students are complaining about lack of buckets and Mugs in wash Rooms. The committee is writing to the manager to go for flexible jet pipe attachments to water taps at the earliest.




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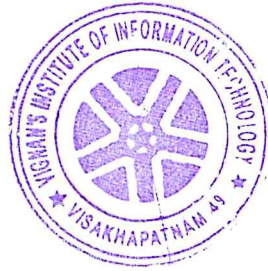
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6. It is revealed by the Chairperson that single shift system will be implemented from the next academic year or semester as demanded by many lady staff members.


Member Secretary


Principal

PRINCIPAL
VIGNAN'S INSTITUTE OF
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Grievance Redressal Committee – Action Taken Report Against the
Meeting held on 09-08-2019

S.No	Resolution	Action Taken
1	G.Thiagarajan, Member secretary suggested that students are expressing their desire to have one more kabaddi Court so that many teams can do practice.	The grievance appeal committee recommended to the management, they took initiation and established a new kabaddi Court inside the campus and a letter has been sent to physical director and the students started practicing in that court.
2	Dr. K. Madhusudana Rao, Dean of students representing that students need instruction in cricket batting and bowling techniques.	The principal and the other committee members took decision and conducted a workshop with a national Coach serving as a resource person.
3	Dr.B.Arundhati, Principal and other committee members are happy to know that Canteen is now functioning with a bakery section and fried food section and a fruit Juice section to cater to the varying needs of students.	Principal along with other committee members have done survey on the student feedback regarding quality of food and they concluded that it was good.
4	G.Thiagarajan, Member addressed that Staff and students are complaining about lack of buckets and Mugs in wash Rooms.	The committee immediately informed to manager to go for flexible jet pipe attachments to water taps and they fixed it in a week time.
5	Dr.B.Arundhati, Principal, include that many students and staff are asking for single shift system.	It is revealed by the Chairperson that single shift system have been implemented from the next academic year or semester as demanded by many lady staff members.


 Member Secretary


 Principal

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Ref: No. VIIT/ GRC/2019/08/01

Date: 06-08-2019

CIRCULAR

The following Grievance Redressal Committee members are informed to assemble in principal office at 2.30PM on 09-08-2019 to discuss on various Grievances received from students and faculties.

Copy To:

1. Dr. K. Madhusudana Rao, Dean Student Affairs
2. Dr. Syed Kamalludin, Dean Academics
3. Shri. G.Thiagarajan, Head Grievance Cell
4. Dr.Rojeena Mathew, Head Women Protection Cell


Principal
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Ref: No. VIIT/ GRC/2018-19/01

Date: 07-02-2019

Minutes of the Grievance Redressal Committee Meeting**Members Present:**

S.No	Name of the Member	Designation	Role	Signature
1	Dr.Narasimham Challa	Principal	Chairperson	
2	Dr.B. Arundathi	Head Women Protection Cell	Member	
3	Dr. K. Madhusudhana Rao	Dean Student Affairs	Member	
4	Dr.Ch. Hari Govinda Rao	Dean Admin	Member	
5	Shri. G.Thiagarajan	Head Grievance Cell	Member Secretary	

Points Discussed:

1. Dr. Ch. Hari Govinda Rao, Member of the committee announced that as per the students request more varieties are provided in the canteen and in addition to that request, they added veg fried rice and egg fried rice in the food menu.
2. Dr. K. Madhusudhana Rao, Member suggest that many students are asking about the industrial visit at least once in a semester or in an academic year. Principal along with other committee members decided to grant permission for students, but first inform to respective Heads of the department to identify various companies which will be helpful to students and then get the permission from respective company and take the students for the visit.
3. G.Thiagarajan, Member noticed that some of the students are afraid of the Pet animals (dogs) are moving inside the campus. Committee will inform to manager to look after issue and make sure that no harm to the people.
4. Members of the committee raised a point that many students are asking for lift facility for them also mainly 4th floor students. Principal said that students should have some physical exercise in order to maintain good health and lift facility will be provided to the students who are having health issue.
5. Some of the students are asking for internet facility for them. Committee informed that they are already having that facility in digital library they can use that facility, in spite of that we will make some necessary arrangements for some of the systems in the labs.



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6. G.Thiagarajan, Member secretary of the committee expressed his views on incorporating summer internships for students to the academic programme in response to their requests so they could earn valuable expertise.

Member Secretary

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Grievance Redressal Committee – Action Taken Report Against the
Meeting held on 07-02-2019

S.No	Resolution	Action Taken
1	Dr. Ch. Hari Govinda Rao, Member of the committee announced that as per the students request more varieties are provided in the canteen and in addition to that request, they added veg fried rice and egg fried rice in the food menu.	The principal along with other committee members are satisfied with student's feedback.
2	Dr. K. Madhusudhana Rao, Member suggest that many students are asking about the industrial visit at least once in a semester or in an academic year.	Principal along with other committee members decided and granted permission for students, but first they informed to respective Heads of the department and they identified various companies which helped students and then they took permission from respective company and take the students for the visit.
3	G.Thiagarajan, Member noticed that some of the students are afraid of the Pet animals (dogs) are moving inside the campus.	Committee members informed to manager he has taken care about that issue and intimated that no harm to the people.
4	Members of the committee raised a point that many students are asking for lift facility for them also mainly 4th floor students.	Principal said that students should have some physical exercise in order to maintain good health and lift facility will be provided to the students who are having health issues.
5	Dr. K. Madhusudhana Rao, dean of student affairs said that some of the students are asking for internet facility for them.	Committee informed that they are already provided with that facility in digital library they can utilise that facility or else they can utilise the internet provided in the system cell labs.
6	G.Thiagarajan, Member secretary of the committee expressed his views on incorporating summer internships for students to the academic programme in response to their requests so they could earn valuable expertise.	Principal along with other committee members took initiation and incorporated in curriculum which was benefitted by students.


Member Secretary
Principal
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