



**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**





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Ref: No. VIIT/Principal/Order/2022/06/01

Date: 20-06-2022

## OFFICE ORDER

The following Grievance Redressal Committee is nominated to deal with grievances related to students and Staff for the Academic Year 2022-23. 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. B. Sateesh	Dean Student Affairs	Member
3	Dr.Ch. Hari Govinda Rao	Dean IQAC	Member
4	Dr. A. Naga Jyothi	Dean Academics	Member
5	Mr. P.H.J.Venkatesh	In Charge Students-Discipline	Member
6	Dr. K. S. Raghuram	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-49

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/2022/04/01

Date: 04-04-2022

## CIRCULAR

The Grievance Redressal Committee members are informed to assemble in principal office at 2.30PM on 07-04-2022 to discuss on various grievances received from students and faculties.

Copy To:

1. Dr. K. Madhusudana Rao, Dean Student Affairs
2. Dr.Ch.Hari Govinda Rao, Dean IQAC
3. Dr. A.Naga Jyothi, Dean Academics
4. Mr. R. Sundara Ramam, Incharge Students-Discipline
5. Dr. K.G.B.Santhoshi Kumari, Head Grievance Cell

  
Principal

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Ref: No. VIIT/ GRC/2022-23/01

Date: 13-07-2022

**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. B. Sateesh	Dean Student Affairs	Member	
3	Dr.Ch. Hari Govinda Rao	Dean IQAC	Member	
4	Dr. A. Naga Jyothi	Dean Academics	Member	
5	Mr. P.H.J. Venkatesh	In charge Students-Discipline	Member	
6	Dr. K.S. Raghuram	Head Grievance Cell	Member Secretary	

**Points Discussed:**

1. Dr. K.S. Raghuram, Head Grievance Cell member says that students of mechanical and civil engineering want more technical training for their core companies. So K. Madhusudhana Rao Dean student affairs considered and he said he will intimate the same to T &P department for arranging the training session.
2. Dr. A. Naga Jyothi, Member informed that many of the girl students need more beds and AC in the waiting hall to take rest when they are not feeling well. Dr. Ch. Hari Govinda Rao conclude that it will be arranged as soon as possible.
3. Dr. B. Sateesh, Member raised that students are complaining frequently about class room benches and chairs are not good, Visibility of black board issue due to improper curtains. Ch. Hari Govinda Rao conclude that it will be intimate to manager to rectify it as soon as possible.
4. Dr. K.S. Raghuram, Member express that many students have raised problem regarding Projectors, class room systems are not working properly. The Committee decided to arrange some coordinators to identify the problem in all respective class rooms and inform the same to Dean admin so that he can take necessary action on that problem to rectify it as soon as possible.
5. Dr. K.S. Raghuram, Member informing that some students have issue in computer labs that some systems are not working, No proper WIFI, Particularly mechanical students have issue





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that their systems are not having updated software's to practice in the lab session. Committee decided to take necessary measures to solve it as early as possible.

6. Dr. B. Arundhati principal, taken into consideration of above grievances and intimated the same to respective coordinators to look after the grievances to be solved as soon as possible which will be helpful to the students.

Member Secretary

Principal

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**Grievance Redressal Committee – Action Taken Report Against the  
Meeting held on 13-07-2022**

S.No	Resolution	Action Taken
1	Dr. K. S. Raghuram, Head Grievance Cell member says that students of mechanical and civil engineering want more technical training for their core companies.	The principal along with K. Madhusudhana Rao Dean student affairs considered the issue and said they have intimated the same to T & P department for arranging the training sessions.
2	Dr. A. Naga Jyothi, member informed that many of the girl students want more beds, AC in the waiting hall to take rest when they are not feeling well.	Dr. Ch. Hari Govinda Rao along with other committee members concluded that they have arranged all the facilities as per their requirements.
3	Dr. B. Sateesh, Member raised that students are complaining frequently about class room benches and chairs are not good, Visibility of black board issue due to improper curtains.	The principal along with committee members concluded that they have intimated to manager and rectified the problem by taking necessary steps and in some class rooms black boards have been replaced completely with new ones.
4	Dr. K. S. Raghuram, Member express that many students have raised problem regarding Projectors, class room systems are not working properly.	The Committee members decided and arranged some of the coordinators to identify the problem in all respective class rooms and inform the same to Dean admin so that he has taken necessary action on that problem and rectified it.
5	Dr. K. S. Raghuram, Member informing that some students have issue in computer labs that some systems are not working, No proper WIFI, Particularly mechanical students have issue that their systems are not having updated software's to practice in the lab session.	Committee decided and has taken necessary measures and solved the issue and have taken licence for updated version of software's in the lab and resolved the problem.

Member Secretary

  
Principal**PRINCIPAL**  
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Ref: No. VIIT/ GRC/2022/07/01

Date: 11-07-2022

**CIRCULAR**

The Grievance Redressal Committee members are requested to assemble in Board Room at 10.30AM on 13-07-2022 to discuss on various grievances received from students and faculties.

  
Principal

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1. Dr. B. Sateesh, Dean Student Affairs
2. Dr. Ch. Hari Govinda Rao, Dean IQAC
3. Dr. A. Naga Jyothi, Dean Academics
4. Mr. P. H. J. Venkatesh, In charge Students-Discipline
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Ref: No. VIIT/ GRC/2021-22/01

Date: 07-04-2022

**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.Ch. Hari Govinda Rao	Dean IQAC	Member	
4	Dr. A. Naga Jyothi	Dean Academics	Member	
5	Mr. R. Sundara Ramam	In charge Students-Discipline	Member	
6	Dr. K.G.B. Santhoshi Kumari	Head Grievance Cell	Member Secretary	

**Points Discussed:**

1. Dr. K. Madhusudhana Rao, Dean student affairs express his views that students are asking for technical fest and Yuvatarang to be held atleast this year, because due to covid last academic year management didn't conduct any type of events in order to avoid huge gatherings. Principal along with other committee members announces that we will conduct both the events as per their request.
2. Dr. K. Madhusudhana Rao, Member states that due to the government's delayed release of the reimbursement funds and the management's need for immediate payment of fees, students expressed their frustration with having to pay tuition on time. Principal said that is the problem with the government not with the college rules and regulations.
3. Dr. A.Naga Jyothi, Member suggest that some students complained that the blackboards in the classrooms were not properly visible because of the sunlight and the boards had not been properly wiped. We gave the management a heads-up to make the required arrangements.

Member Secretary



Principal

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**Meeting held on 07-04-2022**

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2	Dr. K. Madhusudhana Rao, Member states that due to the government's delayed release of the reimbursement funds and the management's need for immediate payment of fees, students expressed their frustration with having to pay tuition on time.	Principal said that is the problem with the government not with the college rules and regulations.
3	Dr. A.Naga Jyothi, Member suggest that some students complained that the blackboards in the classrooms were not properly visible because of the sunlight and the boards had not been properly wiped.	The principal along with other committee members decided and intimated that we gave the management a heads-up and made the required arrangements.

*K. G. B. Sankarshini Kumar*

Member Secretary

*[Signature]*  
Principal

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