



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**





Ref: No. VIIT/Principal/Order/2021/07/01

Date: 14-07-2021

OFFICE ORDER

The following Grievance Redressal Committee is nominated to deal with grievances related to students and Staff for the Academic Year 2021-22. 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.Ch. Hari Govinda Rao	Dean IQAC	Member
4	Dr. A. Naga Jyothi	Dean Academics	Member
5	Smt. K. Sravanthi	In Charge Students-Discipline	Member
6	Dr. K.G. B. Santhoshi Kumari	Head Grievance Cell	Member Secretary


Principal

Copy to: Rector Office

CEO for Information

Vice principal (Academics)

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



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/2021/03/01

Date: 22-03-2021

CIRCULAR

The Grievance Redressal Committee members are informed to assemble in principal office at 11.30AM on 25-03-2021 to discuss on various grievances received from students and faculties.


Principal

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
Beside: VSEZ, Duvvada, Visakhapatnam-49

Copy To:

1. Dr. K. Madhusudana Rao, Dean Student Affairs
2. Dr.Ch.Hari Govinda Rao, Dean IQAC
3. Dr. Syed Kamalludin, Dean Academics
4. Smt. K. Sravanthi, Incharge Students-Discipline
5. Shri. G.Thiagarajan, Head Grievance Cell



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Ref: No. VIIT/ GRC/2021-22/01

Date: 30-09-2021

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	Smt. K. Sravanthi	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 notice that students who are using the trains for commuting expressed their inability to come to college by 9 AM. Principal and college management informed the respective department HOD and the class coordinators to identify the students who are facing this problem and give report to them.
2. Dr. A. Naga Jyothi, Dean Academics representing that students are requesting for placements online training should be conducted. Committee decided with the support of the Department of Training and English, Online Mock interviews will be arranged which supported the III year and IV-year students to clear their HR rounds and get placed in MNCs.
3. K.G.B. Santhoshi Kumari, Head Grievance Cell reporting that many staff and students are requesting for the sanitization of the classrooms and staffrooms. Principal along with other committee members said that although we are sanitizing the rooms, but as per the request, all the classrooms and staffrooms will be sanitized on a regular basis.
4. Dr. A. Naga Jyothi, Member discuss that some students are requesting to extend college bus services till Kasim Kota and other stops. Committee members said that this issue is under discussion with the respective transport department and working on the possibilities to rectify it as early as possible.



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5. K. Sravanthi, Member reporting that many students are afraid of writing offline end examinations due to more health issues of second wave covid. Principal along with other committee stated that we took more precautions regarding conducting of end examinations within the college premises following all protocols related to covid.

K.C.B. Gautham Kumar
Member Secretary



[Signature]
Principal
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Grievance Redressal Committee – Action Taken Report Against the
Meeting held on 30-09-2021

S.No	Resolution	Action Taken
1	The students who are using the trains for commuting expressed their inability to come to college by 9 AM.	The principal and college management have informed the respective department HoD and the class coordinators they identified the students who have faced this problem and rectified it.
2	Students requested online training for placements	With the support of the Department of Training and English, Online Mock interviews are arranged which supported the III year and IV year students to clear their HR rounds and get placed in MNCs.
3	Staff and Students requested for the sanitization of the classrooms and staffrooms	As per the request, all the classrooms and staffrooms are being sanitized on a regular basis.
4	Some students requested to extend college bus services till Kasim Kota and other stops.	This was discussed with the respective transport department and worked on it with all possibilities.
5	Mrs. K. Sravanthi, Member reporting that many students are afraid of writing offline end examinations due to more health issues of second wave covid.	Principal along with other committee stated that we took more precautions and conducted end examinations within the college premises and followed all protocols related to covid.

K. G. B. Panthulu
Member Secretary



[Signature]
Principal
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Ref: No. VIIT/ GRC/2021/09/01

Date: 27-09-2021

CIRCULAR

The Grievance Redressal Committee members are requested to assemble in Board Room at 11.30AM on 30-09-2021 to discuss on various grievances received from students and faculties.


Principal

PRINCIPAL
VIGNAN'S INSTITUTE OF
Information Technology (A)
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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. Smt. K. Sravanthi, Incharge Students-Discipline
5. Dr. K.G.B.Santhoshi Kumari, Head Grievance Cell





Ref: No. VIIT/ GRC/2020-21/01

Date: 25-03-2021

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. Syed Kamalludin	Dean Academics	Member	
5	Smt. K.Sravanthi	In charge Students-Discipline	Member	
6	Shri. G. Thiagarajan	Head Grievance Cell	Member Secretary	

Points Discussed:

1. Dr. K. Madhusudhana Rao, Dean Student affairs notice that students residing at long distances from college and those affected by covid-19 expressed their inability to attend off line exams. Principal said that Chairman Sir expressed that suitable action will be taken after discussing with university.
2. Dr. Syed Kamalludin, Member says that many students expressed their inability to attend to on line classes continuously during the first wave of covid 19. The principal and college management arranged for video shooting of lectures of all first semester courses for the year 2019-2020 and they were provided to students.
3. G. Thiagarajan, Member Secretary expressed that some students raised that the class rooms are not sanitized after the classes. The other committee members said that college management immediately arrange for regular sanitizing the rooms and also the information will convey to all students by video in WhatsApp.
4. The Chairperson of the Committee appreciated the efforts of Anti Ragging Cell and Discipline Committee which ensured no grievance from students due to misbehaviour and ragging.

Member Secretary



Principal

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Grievance Redressal Committee – Action Taken Report Against the
Meeting held on 25-03-2021

S.No	Resolution	Action Taken
1	Students residing at long distances from college and those affected by covid-19 expressed their inability to attend offline exams.	The principal and college management informed the respective department HOD's and the class coordinators to identify the students who are facing this problem and give report to them.
2	Many students expressed their inability to attend to on line classes continuously during the first wave of Covid 19.	In order to support the students who couldn't attend online classes, e-Content was prepared, by the faculty of VIIT, for all first semester courses for the year 2019-2020 and they were provided to students.
3	Some students expressed their doubt that the class rooms are not sanitized after the classes	Actually, all the classrooms and staffrooms are being sanitized on a regular basis. In order to clarify their doubt, a video was taken while sanitizing the rooms and it was circulated to all in WhatsApp groups.


Member Secretary




Principal
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