



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN


VIEW/Principal/Cir/2022/167

Date: 04.11.2022

CIRCULAR

All the HoDs are requested to inform students and staff regarding the functioning of Grievances & Redressal Cell, Anti-Ragging Committee Cell, Internal Complaint Cell and SC/ST Cell. Students and staff can post their complaints to the below mentioned mail ID's.

| | |
|-----------------------------|--|
| Grievance & Redressal Cell | : grievances.view@gmail.com |
| Anti-Ragging Committee Cell | : antiraggingcellview@gmail.com |
| Internal Complaint Cell | : internalcomplaint.view@gmail.com |
| SC/ST Cell | : scstcell.view@gmail.com |


4/11/22
PRINCIPAL

Copy to: All Deans/All HODs /Exam Cell/
T&P/ Library/Transport/AO / Office File

Read in all Class Rooms



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

VIEW/Principal/Cir/2022/167

Date: 04.11.2022

CIRCULAR

All the HoDs are requested to inform students and staff regarding the functioning of Grievances & Redressal Cell, Anti-Ragging Committee Cell, Internal Complaint Cell and SC/ST Cell. Students and staff can post their complaints to the below mentioned mail ID's.

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|-----------------------------|--|
| Grievance & Redressal Cell | : grievances.view@gmail.com |
| Anti-Ragging Committee Cell | : antiraggingcellview@gmail.com |
| Internal Complaint Cell | : internalcomplaint.view@gmail.com |
| SC/ST Cell | : scstcell.view@gmail.com |


4/11/22
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Copy to: All Deans/All HODs /Exam Cell/
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Read in all Class Rooms





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Vignan's Institute of
Engineering for Women
K.J. Peta, VSEZ (P.O.),
Visakhapatnam-49



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

(Approved by AICTE & Affiliated to JNT University, Kakinada) Estd. 2008

ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution

Kapujaggarajupeta, VSEZ (Post), Visakhapatnam-530 049, Andhra Pradesh, India

Phone : 9133300357, 8886066339 :: Fax : 0891-2010485

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

website : www.vignanview.org

VIEW/GRC/Cir/2021-22/04

Date: 10.05.2022

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2021-22 has been planned to conduct on 12th May 2022, Thursday at 2pm. All the members of Grievances and Redressal Cell Committee are hereby informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting
2. Proposal for radio station installation in the campus
3. Online Fee Payment to be initiated

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|---------------------------|-------------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member | |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Dr. B.Prakash | HoD-IT | Member | |
| 7. | Dr. V. Ananda Babu | HoD-MECH | Member | |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murty | Professor-BS&H | Member | |
| 11. | Dr. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member | |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |



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Visakhapatnam-49



VIEW/GRC/Cir/2021-22/04

Date: 12.05.2022

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell committee meeting for the academic year 2021-22 was held on 12th May 2022, Thursday at 2pm at Principal's Cabin, Vignan's Institute of Engineering for women, Visakhapatnam. The following members attended the meeting:

| Sl. No | Name of the staff | Designation | Position |
|--------|----------------------------|-------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |
| 6. | Dr. B.Prakash | HoD-IT | Member |
| 7. | Dr. V. Anandababu | HoD-MECH | Member |
| 8. | Dr. S.Ramesh | HoD-MBA | Member |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |
| 11. | Dr. K.Jayasri | Professor, CSE | Member |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |

Minutes of meeting:

1. Action taken on previous minutes of the meeting

| Agenda Point | Action taken |
|---|--|
| 1.1 Request from students to organize picnics annually | In this regard, Principal instructed HoD's of various department to plan accordingly |
| 1.2 Weekly two hours for Self Defence/Sports/Art /Cultural clubs. | Discussed with head students affair regarding art/ sports/ cultural club activities for two hours in a week. |



[Handwritten Signature]
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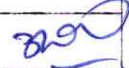
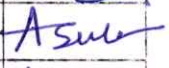
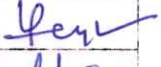
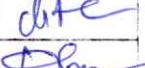
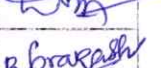
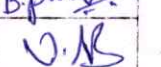
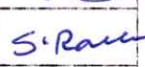
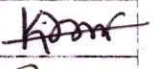
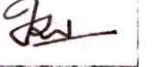
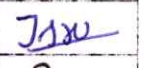
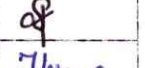



2. Proposal for radio station installation in the campus

It is decided to request management regarding the proposal for radio station installation in the campus and implement it as early as possible.


3. Online Fee Payment to be initiated

It is decided to bring to the notice of the management regarding the initiation of online mode of fee payment along with offline mode.

The principal proposed the tentative date of next meeting during the month of August 2022.

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|-------------------------|---------------------|---|
| 1. | Dr. J. Sudhakar | Principal | Chairman |  |
| 2. | Prof. A. Sesha Rao | Academic Director | Member |  |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |  |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |  |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |  |
| 6. | Dr. B.Prakash | HoD-IT | Member |  |
| 7. | Dr. V. Anandababu | HoD-MECH | Member |  |
| 8. | Dr. S.Ramesh | HoD-MBA | Member |  |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |  |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |  |
| 11. | Dr. K.Jayasri | Professor, CSE | Member |  |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |  |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |  |
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Visakhapatnam-49



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada

Date: 20.05.2022

Complaints received by the Grievances Redressal Committee

1. Proposal for radio station installation in the campus.
2. Online Fee Payment to be initiated

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It is decided to request management regarding the proposal for radio station installation in the campus and implement it as early as possible.
2. It is decided to bring to the notice of the management regarding the initiation of online mode of fee payment along with offline mode.

I/c. Grievance Cell

Principal



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VIEW/GRC/Cir/2021-22/03

Date: 01.02.2022

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2021-22 has been planned to conduct on 3rd February 2022, Thursday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.


Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting
2. Recommended healthy & hygienic food in Canteen
3. Weekly two hours for Self Defence/Sports/Art/Cultural clubs

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|---------------------------|-------------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member | |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Dr. B.Prakash | HoD-IT | Member | |
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| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murty | Professor-BS&H | Member | |
| 11. | Dr. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
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VIEW/GRC/Cir/2021-22/03

Date: 03.02.2022

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell committee meeting for the academic year 2021-22 was held on 3rd February 2022, Thursday at 2pm at Principal's Cabin, Vignan's Institute of Engineering for women, Visakhapatnam. The following members attended the meeting:

| Sl. No | Name of the staff | Designation | Position |
|--------|----------------------------|-------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman |
| 2. | Prof. A. Sesa Rao | Academic Director | Member |
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| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |
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| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |

Minutes of meeting:

1. Action taken on previous minutes of the meeting

| Agenda Point | Action taken |
|---|---|
| Proper fixation of class room window doors. | The classroom window doors are fixed properly by the floor supervisor. |
| Route extension of college buses. | The management approved route extension in specific areas and instructed the same to the transport manager. |
| LAN Connection Problem in A25 and B24. | System Admin is instructed to rectify the LAN connectivity issue as early as possible. |



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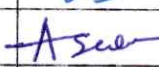
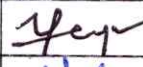
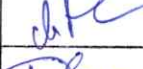
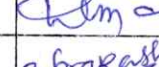
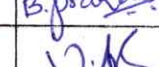

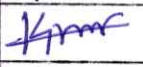

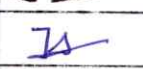
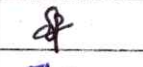
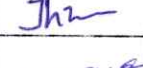


2. Request from students to organize picnics annually.

As per the request of the students Principal has approved to organize picnics annually. In this regard , Principal instructed HoD's of various department's to plan accordingly.


3. Weekly two hours for Self Defence/Sports/Art /Cultural clubs

It is discussed with Dr. K.P.Suhasini head students affair to plan for art/ sports/ cultural club activities for two hours in a week.

The principal proposed the tentative date of next meeting during the month of May 2022.

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|-------------------------|---------------------|---|
| 1. | Dr. J. Sudhakar | Principal | Chairman |  |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |  |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |  |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |  |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |  |
| 6. | Dr. B.Prakash | HoD-IT | Member |  |
| 7. | Dr. V. Anandababu | HoD-MECH | Member |  |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |  |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |  |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |  |
| 11. | Dr. K.Jayasri | Professor, CSE | Member |  |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |  |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |  |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |  |




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Date: 10.02.2022

Complaints received by the Grievances Redressal Committee

1. Request from students to organize picnics annually.
2. Requested to provide weekly two hours for Self Defence /Sports/Art /Cultural clubs.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. In this regard, Principal instructed HoD's of various department to plan accordingly.
2. It is discussed with Dr. K.P.Suhasini head students affair to plan for art/ sports/ cultural club activities for two hours in a week.

I/c. Grievance Cell

Principal



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Phone : 9133300357, 8886066339 :: Fax : 0891-2010485

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

website : www.vignanview.org

VIEW/Principal/Office order/2021/10

Dt: 19-10-2021

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Grievances Redressal Cell (GRC)" for the academic year 2021-22

| Sl. No | Name of the staff | Designation | Position |
|--------|---------------------------|-------------------------|----------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |
| 5. | Dr. K. Durga Syam Prasad | HoD-EEE | Member |
| 6. | Dr. B.Prakash | HoD-IT | Member |
| 7. | Dr. V. Anand Babu | HoD-MECH | Member |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |
| 10. | Dr. T. RadhaKrishna Murty | Professor-BS&H | Member |
| 11. | Dr. K. Jayasri | Professor-CSE | Member |
| 12. | Mrs. T. Sandhya Kumari | Assoc. Professor-ECE | Member |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C- Grievance |

Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students.
3. The coordinator compiles the complaints received from the students and submit to the committee.
4. Suggestion boxes are placed in all the four floors and students are supposed to drop their grievances into the boxes.
5. The boxes should be opened in the presence of Principal and I/c of the Grievance cell

Term : Two years and shall continue to be in force until reconstruction.

Meetings : The meetings may be scheduled as and when necessary

Copy to : All HoDs


ECE


EEE


CSE


IT



ME


MBA


BS&H

Coordinator:




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Office Copy:



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E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

website : www.vignanview.org

VIEW/GRC/Cir/2021-22/02

Dt: 19-10-2021

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2021-22 has been planned to conduct on 22nd October 2021, Friday at 2pm. All the members of Grievances and Redressal Cell Committee are hereby informed to attend the meeting.


Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Proper fixation of class room window doors.
3. Route extension of college buses.
4. LAN Connection Problem in A25 and B24.

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|---------------------------|--------------------------|-------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
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Kapujaggarajupeta, VSEZ (Post), Visakhapatnam-530 049, Andhra Pradesh, India

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VIEW/GRC/Cir/2021-22/02

Date: 22.10.2021

MINUTES OF GRIEVANCES AND REDRESSAL CELL(GRC) COMMITTEE MEETING

The Grievances and Redressal Cell committee meeting for the academic year 2021-22 was held on 22nd October 2021, Friday at 2pm at Principal's Cabin, Vignan's Institute of Engineering for women, Visakhapatnam. The following members attended the meeting:

| Sl. No | Name of the staff | Designation | Position |
|--------|----------------------------|-------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |
| 6. | Dr. B.Prakash | HoD-IT | Member |
| 7. | Dr. V. Anandababu | HoD-MECH | Member |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |
| 11. | Dr. K.Jayasri | Professor, CSE | Member |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |

Minutes of meeting:

1. Action taken on previous minutes of the meeting

| Agenda Point | Action taken |
|---|--|
| 1.1 Arrange Sanitizers in each floor | Sanitizers are arranged in each floor along with stands. |
| 1.2 Provide new curtains in class rooms | Replaced damaged curtains with new ones. |



[Signature]
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| | |
|---|---|
| 1.3 Arrangement of bus facility for students who are attending exams in the campus. | Bus facility is provided for students who are attending exams in the campus. |
| 1.4 Lights are not working properly in class rooms. | New bulbs are replaced with old ones and now all lights are working properly. |

2. Proper fixation of class room window doors
Students have requested to fix the classroom window doors as some doors are not properly working. Some noise is coming from doors which are disturbing the focus of students during class time. Therefore, it is decided to fix the doors very soon.
3. Route extension of college buses
Students and faculty requested to extend bus routes. Many students and faculty are coming from Madhurawada junction, but starting point of college bus is Hanumanthawaka. It's very difficulty to catch the college bus in time. So they requested to provide root extension of college buses. Therefore it is decided to convey this message to management.
4. Lan Connections are not working in A25 and B24.
Students complained regarding the LAN facility that LAN connection is not working in A25 and B24 for smooth conduct of classes through ICT tools. Hence the System Admin is instructed to rectify the LAN connectivity issue as early as possible.

The principal proposed the tentative date of next meeting during the month of January 2022.

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|-------------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member | |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Dr. B.Prakash | HoD-IT | Member | |
| 7. | Dr. V. Anandababu | HoD-MECH | Member | |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member | |
| 11. | Dr. K.Jayasri | Professor, CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member | |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |




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Date: 29.10.2021

Complaints received by the Grievances Redressal Committee

1. Proper fixation of class room window doors.
3. Route extension of college buses.
4. LAN Connection Problem in A25 and B24.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It is decided to fix the classroom window doors as some doors are not properly working.
2. It is decided to convey the message regarding route extension of college buses to management.
3. System Admin is instructed to rectify the LAN connectivity issue as early as possible.

I/c. Grievance Cell



Principal

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VIEW/GRC/Cir/2021-22/01

Dt: 15.07.2021

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2021-22 has been planned to conduct on 16th July 2021, Friday at 2pm. All the members of Grievances and Redressal Cell Committee are hereby informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting
2. Arrange Sanitizers in each floor
3. Provide new curtains in class rooms
4. Lights are not working properly in class rooms
5. Arrangement of bus facility for students who are attending T & P exams in the campus

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|-------------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member | |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Dr. B.Prakash | HoD-IT | Member | |
| 7. | Dr. V. Anandh babu | HoD-MECH | Member | |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member | |
| 11. | Dr. P. Vijaya Bharathi | Assoc.Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Assoc. Professor-ECE | Member | |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member | |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |



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VIEW/GRC/Cir/2021-22/01

Date: 16.07.2021

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell committee meeting for the academic year 2021-22 was held on 16th July 2021, Friday at 2pm at Principal's Cabin, Vignan's Institute of Engineering for women, Visakhapatnam. The following members attended the meeting:

| Sl. No | Name of the staff | Designation | Position |
|--------|----------------------------|--------------------------|----------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman |
| 2. | Prof. A. Sesa Rao | Academic Director | Member |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |
| 6. | Dr. B.Prakash | HoD-IT | Member |
| 7. | Dr. V. Anandababu | HoD-MECH | Member |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |
| 11. | Dr. P. VijayaBharathi | Associate Professor -CSE | Member |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance |

Minutes of meeting:

1. Action taken on previous minutes of the meeting

| Agenda Point | Action taken |
|---|--|
| 1.1 The students complained about plug points not working in A25 and A27. | The plug points have been replaced in A25 and A27. |
| 1.2 The students requested to provide door mats in washrooms. | The door mats have been provided in all washrooms. |



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2. Arrange Sanitizers in each floor.

Issue has been taken to the notice of the Manager. Instructed the Manager to purchase Sanitizers and arrange in each floor along with stands as per the request of the students.

3. Provide new curtains in class rooms.

Issue has been taken to the notice of the Manager. Instructed the Manager to replace damaged curtains with new ones.

4. Lights are not working properly in class rooms.

Issue has been taken to the notice of the Manager and was instructed to replace all the damaged lights in classrooms.

5. Arrangement of bus facility for students who are attending exams in the campus.

It was brought to the notice of the Transport Manager and was instructed to arrange bus facility for the students who are attending training and placement exams in campus.

The principal proposed the tentative date of next meeting to be conducted during the month of October 2021.

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|-------------------------|---------------------|---|
| 1. | Dr. J. Sudhakar | Principal | Chairman |  |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |  |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |  |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |  |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |  |
| 6. | Dr. B.Prakash | HoD-IT | Member |  |
| 7. | Dr. V. Anandbabu | HoD-MECH | Member |  |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |  |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |  |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |  |
| 11. | Dr. P. VijayaBharathi | Assoc. Professor, CSE | Member |  |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |  |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |  |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |  |



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Date: 23.07.2021

Complaints received by the Grievances Redressal Committee

1. Arrange Sanitizers in each floor
3. Provide new curtains in class rooms
4. Lights are not working properly in class rooms
5. Arrangement of bus facility for students who are attending exams in the campus

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. Sanitizers in each floor is arranged.
2. Replaced damaged curtains with new ones.
3. All the damaged lights are replaced in classrooms.
4. Brought to the notice of the Transport Manager and was instructed to arrange bus facility for the students

I/c. Grievance Cell



Principal

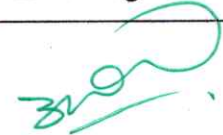
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Action Taken by Grievances and Redressal Committee for the Academic Year 2021 – 2022

| S.No. | Date of appeal | Complaint received | Date of Redressal | Action taken |
|-------|----------------|---|-------------------|--|
| 1. | 16.07.2021 | To arrange Sanitizers in each floor To provide new curtains in class rooms Lights are not working properly in class rooms Arrangement of bus | 23.07.2021 | Issue has been taken to the notice of the Manager. Instructed the Manager to purchase Sanitizers and arrange in each floor along with stands as per the request of the students. Therefore it is decided to arrange sanitizer in each floor of the college building as soon as possible. Issue has been taken to the notice of the Manager. Instructed the Manager to replace damaged curtains with new ones. Issue has been taken to the notice of the Manager and was instructed to replace all the damaged lights in classrooms. It was brought to the |




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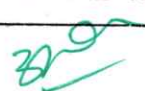
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|----|------------|--|------------|---|
| | | facility for students who are attending exams in the campus | | <p>notice of the Transport Manager and was instructed to arrange bus facility for the students who are attending training and placement exams in campus.</p> <p>Therefore in the meeting it is proposed to convey the students request to the transport manager.</p> |
| 2. | 22.10.2021 | Proper fixation of classroom window doors. Route extension of college buses | 29.10.2021 | <p>Students have requested to fix the classroom window doors as some doors are not properly working. Some noise is coming from doors which are disturbing the focus of students during class time. Therefore, it is decided to fix the doors very soon.</p> <p>Students and faculty requested to extend bus routes. Many students and faculty are coming from Madhurawada junction, but starting point of college bus is Hanumanthawaka. It's very difficult to catch the college bus in time. So they requested to provide</p> |



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| | | | | |
|----|------------|---|------------|---|
| | | Lan Connections are not working in A25 and B24 | | <p>root extension of college buses. Therefore it is decided to convey this message to management.</p> <p>Students complained regarding the LAN facility that LAN connection is not working in A25 and B24 for smooth conduct of classes through ICT tools. Hence the System Admin is instructed to rectify the LAN connectivity issue as early as possible.</p> |
| 3. | 03.02.2022 | <p>Requested for healthy & hygienic food in Canteen</p> <p>Weekly two hours for Self Defence/Sports/Art /Cultural clubs</p> | 10.02.2022 | <p>It is decided to inform management regarding the unhygienic food in canteen and take necessary action to provide healthy and hygienic food.</p> <p>It is discussed with Dr. K.P.Suhasini head students affair to plan for art/ sports/ cultural club activities for two hours in a week.</p> |
| 4. | 12.05.2022 | Proposal for radio station installation in the campus | 20.05.2022 | It is decided to request management regarding the proposal for radio station installation in the campus and implement it as early |




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| | | | | |
|--|--|---|--|---|
| | | <p>Online Fee Payment to be initiated</p> | | <p>as possible.</p> <p>It is decided to bring to the notice of the management regarding the initiation of online mode of fee payment along with offline mode.</p> |
|--|--|---|--|---|

[Handwritten Signature]

I/c Grievance Cell

[Handwritten Signature]

Principal



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website : www.vignanvlew.org

VIEW/Principal/Office order/2020/10(15)

Date: 21/08/2020

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Grievances Redressal Cell (GRC)".

| Sl.No | Name of the Staff | Designation | Role |
|-------|------------------------|-----------------------|---------------------|
| 1. | Dr.J.Sudhakar | Principal | Chairman |
| 2. | Prof.A.Sesha Rao | Academic Director | Member |
| 3. | Dr.K.Vijaya Kumar | HoD-CSE | Member |
| 4. | Dr.Ch.Ramesh Babu | HoD-ECE | Member |
| 5. | Dr.K.DurgaSyam Prasad | HoD-EEE | Member |
| 6. | Dr.B.Prakash | HoD-IT | Member |
| 7. | Dr.M.Nagendrababu | HoD-MECH | Member |
| 8. | Dr.M.PardhaSaradhi | HoD-MBA | Member |
| 9. | Dr.K.Chaitanya | HoD-BS&H | Member |
| 10. | Dr.T.RadhakrishnaMurty | Professor-BS&H | Member |
| 11. | Mrs.P.Vijaya Bharathi | Assoc. Professor-CSE | Member |
| 12. | Mrs.T.Sandhya Kumari | Assoc. Professor-ECE | Member |
| 13. | Dr.K.Jyothsna | Assoc. Professor-BS&H | Member |
| 14. | Mrs. K. Therissa | Assoc. Professor-EEE | Member |
| 15. | Mrs.S.Kalyani | Assoc. Professor-IT | I/c. Grievance Cell |

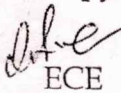

Functions of GRC:



1. The committee should meet once in a month.
2. Receives complaints and grievances from students.
3. The coordinator compiles the complaints received from the students and submit to the committee.
4. Three suggestion boxes are placed in all the three floors and students are supposed to drop their grievances into the boxes.
5. The boxes should be opened in the presence of Principal and I/c. of the Grievance Cell.

Term : Two years and shall continue to be in force until reconstruction.

Meetings : The meeting may be scheduled as and when necessary.

Copy to: All HoDs

 ECE
 EEE

 IT
 ME

 MBA
 BS&H

Coordinator:  Office Copy:




21/8/2020
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website : www.vignanview.org

VIEW/GRC/Cir/2020-21/01

Date: 10-09-2020

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2020-21 has been planned to conduct on 15th September 2020, Tuesday at 10 am. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting
2. Foot pedal hand sanitizer dispensers in each floor.
3. Arrangement of bus facility for students who are attending exams in the campus.

3/10/20
10/9/20
PRINCIPAL

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|--------------------------|---------------------|-------------------------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | <i>3/10/20</i> |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | <i>A. Sessa Rao</i> |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | <i>Vijaya Kumar</i> |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member | <i>Ch. Ramesh Babu</i> |
| 5. | Dr. K. Durga Syam Prasad | HoD-EEE | Member | <i>Durga Syam Prasad</i> |
| 6. | Dr. B. Prakash | HoD-IT | Member | <i>B. Prakash</i> |
| 7. | Mr. M. Nagendrababu | HoD-MECH | Member | <i>M. Nagendrababu</i> |
| 8. | Dr. M. Pardha Saradhi | HoD-MBA | Member | <i>M. Pardha Saradhi</i> |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | <i>K. Chaitanya</i> |
| 10. | Dr. T. Radha Krishna Murty | Professor-BS&H | Member | <i>T. Radha Krishna Murty</i> |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | <i>P. Vijaya Bharathi</i> |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | <i>T. Sandhya Kumari</i> |
| 13. | Dr. K. Jyotshna | Associate Professor-BS&H | Member | <i>K. Jyotshna</i> |
| 14. | Mrs. K. Therissa | Assistant Professor-EEE | Member | <i>K. Therissa</i> |
| 15. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | <i>S. Kalyani</i> |



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website : www.vignanview.org

VIEW/ GRC/MoM/2020-21/01

Date: 17/09/2020

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell Committee Meeting for the Academic Year 2020-21 was held on 15th September 2020 during 10 am at Principal's Cabin, Vignan's Institute of Engineering for Women, Visakhapatnam. The following members attended the meeting:

| Sl.No. | Name of Committee Member | Position |
|--------|--------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Chairman |
| 2. | Prof.A.Sesha Rao | Member |
| 3. | Dr. K. Vijaya Kumar | Member |
| 4. | Mr.Ch. Ramesh Babu | Member |
| 5. | Dr. B. Prakash | Member |
| 6. | Mr.M. Nagendrababu | Member |
| 7. | Dr.M. Pardha Saradhi | Member |
| 8. | Dr. K. Chaitanya | Member |
| 9. | Mrs. P. Vijaya Bharathi | Member |
| 10. | Mrs. T. Sandhya Kumari | Member |
| 11. | Mrs. K. Therissa | Member |
| 12. | Mrs. S. Kalyani | I/c. Grievance Cell |

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting

| Agenda point | Action taken |
|---|---|
| 1.1 Replacement of curtain from room no. B16 | Old curtains were replaced by new curtains from room no. B16. |
| 1.2. Replacement of dustbins in the washrooms of each floor | Old dustbins were replaced by new dustbins in the washrooms. |
| 1.3. No door in room no A07 | Classroom door is about to fix. Carpentry work is going on. |
| 1.4. Electrical problem in room no. A22 | Electrical problem was resolved in room no. A22. |

2. Foot pedal hand sanitizer dispensers in each floor



31/09
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website : www.vignanview.org

Students have requested to arrange foot pedal hand sanitizer dispensers in each floor of the college building to ensure the protective measures taken to prevent COVID-19 transmission as they are coming for the semester examination. Therefore it is decided to arrange foot pedal sanitizer dispensers in each floor of the college building as soon as possible.

3. Arrangement of bus facility for students who are attending exams in the campus

Students have requested to arrange college bus facility for them as they are coming to college for semester examination. Therefore in the meeting it is proposed to convey the students request to the transport manager.

The Principal proposed the tentative date of next meeting during the month of December 2020. The meeting was concluded with vote of thanks by the Principal.

| Sl. No | Name of Committee Member | Designation | Position | Signature |
|--------|----------------------------|-----------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sesha Rao | Academic Director | Member | |
| 3. | Dr.K.Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr. Ch. Ramesh Babu | I/c HoD-ECE | Member | |
| 5. | Prof. K. Durga Syam Prasad | HoD-EEE | Member | |
| 6. | Dr.B.Prakash | HoD-IT | Member | |
| 7. | Mr. M.Nagendrababu | HoD-MECH | Member | |
| 8. | Dr.M.Pradha Saradhi | HoD-MBA | Member | |
| 9. | Dr.K.Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Assoc.Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Assoc. Professor-ECE | Member | |
| 13. | Dr.K.Jyotshna | Assoc. Professor-BS&H | Member | |
| 14. | Mrs.K.Therissa | Assoc. Professor-EEE | Member | |
| 15. | Mrs. S. Kalyani | Assoc. Professor -IT | I/C. Grievance Cell | |



PRINCIPAL
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Visakhapatnam-49



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN:: VISAKHAPATNAM

Date: 19-09-2020

Complaints received by the Grievances Redressal Committee

1. Arrangement of foot peddle hand sanitizer dispensers in each floor
2. Arrangement of bus facility to students who are attending exams in the campus

As per committee recommendatory and with the discussions of the management, the following tasks are completed.

1. Arranged a dispenser in each floor
2. Brought to the notice of the Transport Manager and permission is being taken from RTA


I/c Grievance Cell





Principal

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K.J. Peta, VSEZ (P.O.)
Visakhapatnam-49



Date:23.11.2020

Complaints received by the Grievances Redressal Committee

1. The students complained about plug points not working in A25 and A27.
2. The students requested to provide door mats in washrooms.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. The plug points have been replaced in A25 and A27.
2. The door mats have been provided in all washrooms.



I/c. Grievance Cell




23/11/20

Principal

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Phone : 9133300357, 8886066339 :: Fax : 0891-2010485

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

website : www.vignanview.org

VIEW/GRC/Cir/2020-21/02

Date: 23-11-2020

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2020-21 has been planned to conduct on 26th November 2020, Thursday at 10 am. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Arrangement of extra bus facility for students who are attending exams in the campus.
3. Conduction of labs for the ongoing semester.

3200
23/11/20
PRINCIPAL

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|--------------------------|---------------------|--------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | 3200 |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | ASue |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | Vijaya |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member | Ch. Ramesh |
| 5. | Dr. K. Durga Syam Prasad | HoD-EEE | Member | D. Syam |
| 6. | Dr. B. Prakash | HoD-IT | Member | B. Prakash |
| 7. | Mr. M. Nagendrababu | HoD-MECH | Member | M. Nag |
| 8. | Dr. M. Pardha Saradhi | HoD-MBA | Member | M. Pardha |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | K. Chaitanya |
| 10. | Dr. T. Radha Krishna Murty | Professor-BS&H | Member | T. Radha |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | P. Vijaya |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | T. Sandhya |
| 13. | Dr. K. Jyotshna | Associate Professor-BS&H | Member | K. Jyotshna |
| 14. | Mrs. K. Therissa | Assistant Professor-EEE | Member | K. Therissa |
| 15. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | S. Kalyani |



3200
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website : www.vignanview.org

VIEW/ GRC/MoM/2020-21/02

Date: 30/11/2020

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell Committee Meeting for the Academic Year 2020-21 was held on 26th November 2020 during 10 am at **Principal's Cabin**, Vignan's Institute of Engineering for Women, Visakhapatnam. The following members attended the meeting:

| Sl.No. | Name of Committee Member | Position |
|--------|----------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Chairman |
| 2. | Prof.A.Sesha Rao | Member |
| 3. | Mr.Ch. Ramesh Babu | Member |
| 4. | Prof. K. Durga Syam Prasad | Member |
| 5. | Dr. B. Prakash | Member |
| 6. | Mr.M. Nagendrababu | Member |
| 7. | Dr. K. Chaitanya | Member |
| 8. | Dr. T. Radhakrishna Murthy | Member |
| 9. | Mrs. P. Vijaya Bharathi | Member |
| 10. | Mrs. T. Sandhya Kumari | Member |
| 11. | Mrs. K. Therissa | Member |
| 12. | Mrs. S. Kalyani | I/c. Grievance Cell |

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting

| Agenda point | Action taken |
|---|--|
| 1.1 Foot pedal hand sanitizer dispensers in each floor | Foot pedal hand sanitizer dispensers are arranged in each floor of the college building. |
| 1.2. Arrangement of bus facility for students who are attending exams in the campus | Bus facility is provided for students who are attending exams in the campus. |



30/11/2020
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2. Arrangement of extra bus facility for the students who are attending exams in the campus

Students have requested to provide extra bus facility for the students who are attending exams in the campus to ensure the protective measures taken to prevent COVID-19 transmission. Therefore it is decided to convey this request to the transport manager so that as soon as possible extra bus facility can be arranged for the students.

3. Conducted of lab experiments for the ongoing semester

Students have requested to conduct the lab experiments for the ongoing semester as online theory classes are already started. Therefore it is proposed to look into this matter and take the necessary steps.

The principal proposed the tentative date of next meeting during the month of March 2021.

The meeting was conducted with vote of thanks by the principal.

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|-------------------------|---------------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr. Ch. Ramesh Babu | HoD-ECE | Member | |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Dr. B.Prakash | HoD-IT | Member | |
| 7. | Mr.M.Nageshdrababu | HoD-MECH | Member | |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs.P.Vijaya Bharathi | Professor, CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Assoc. Professor-ECE | Member | |
| 13. | Dr.K.Jyotshna | Assoc. Professor-BS&H | Member | |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member | |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |



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VIEW/GRC/Cir/2020-21/03

Date: 05-02-2021

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2020-21 has been planned to conduct on 09th February 2021, Tuesday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Provide lift access to the students who are not well.
3. Facing problem with projector in A25 and B25.
4. AC is not working in B16, C21 and library.

3/2/21
5/2/21
PRINCIPAL

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|---------------------------|--------------------------|------------------------|--------------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | <i>3/2/21</i> |
| 2. | Prof. A. Sesha Rao | Academic Director | Member | <i>A Sesha</i> |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | <i>Vijaya</i> |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member | <i>Ch Ramesh</i> |
| 5. | Dr. K. Durga Syam Prasad | HoD-EEE | Member | <i>Dm</i> |
| 6. | Dr. B.Prakash | HoD-IT | Member | <i>B Prakash</i> |
| 7. | Dr. V. Ananda babu | HoD-MECH | Member | <i>V.A</i> |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member | <i>M.P</i> |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | <i>K Chaitanya</i> |
| 10. | Dr. T. RadhaKrishna Murty | Professor-BS&H | Member | <i>T.R</i> |
| 11. | Dr. P.Vijaya Bharathi | Associate Professor, CSE | Member | <i>P.V</i> |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | <i>T.S</i> |
| 13. | Dr.K.Jyotshna | Associate Professor-BS&H | Member | <i>K Jyotshna</i> |
| 14. | Mrs. K. Therissa | Assistant Professor-EEE | Member | <i>K Therissa</i> |
| 15. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | <i>S Kalyani</i> |



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website : www.vignanview.org

VIEW/GRC/MOM/2021-22/03


Date: 09/02/2021

MINUTES OF GRIEVANCES AND REDRESSAL CELL(GRC) COMMITTEE MEETING

The Grievances and Redressal Cell committee meeting for the academic year 2021-22 was held on 12th February 2021, Friday at 2pm at Principal's Cabin, Vignan's Institute of Engineering for women, Visakhapatnam. The following members attended the meeting:

| Sl. No | Name of the staff | Designation | Position |
|--------|----------------------------|-------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |
| 6. | Dr. B.Prakash | HoD-IT | Member |
| 7. | Dr. V. Anandhbabu | HoD-MECH | Member |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |
| 11. | Mrs. P.VijayaBharathi | Associate Professor-CSE | Member |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |




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VIEW/GRC/Cir/2020-21/04

Date: 05-05-2021

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2020-21 has been planned to conduct on 08th May 2021, Monday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Provide at least two water coolers in each floor.
3. Provide Wi-Fi access to students.

3/20/21
5/5/21
PRINCIPAL

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|---------------------------|--------------------------|---------------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sesha Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member | |
| 5. | Dr. K. Durga Syam Prasad | HoD-EEE | Member | |
| 6. | Dr. B. Prakash | HoD-IT | Member | |
| 7. | Mr. V. Ananda babu | HoD-MECH | Member | |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murty | Professor-BS&H | Member | |
| 11. | Dr. P. Vijaya Bharathi | Associate Professor, CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Dr. K. Jyotshna | Associate Professor-BS&H | Member | |
| 14. | Mrs. K. Therissa | Assistant Professor-EEE | Member | |
| 15. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |



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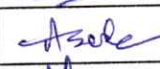

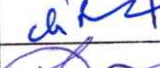
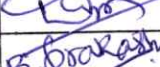
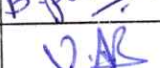
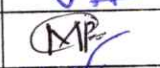
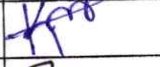
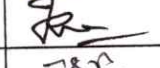

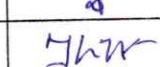
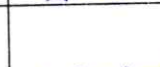


Minutes of meeting:

1. Action taken on previous minutes of the meeting

| Agenda Point | Action taken |
|---|--|
| 1.1 Arrangement of bus facility for the students who are attending exams in the campus. | Bus facility is provided for students who are attending exams in the campus. |
| 1.2 Conduction of labs for the ongoing semester. | It has been proposed to look into this matter and take the necessary steps. |

- 2. Provide lift access to the students who are not well**
The request of students has been accepted and given the permission to utilize the access of lift for the students who are not feeling well.
- 3. Facing problem with projector in A25 and B25**
The problem resolved with new wiring and projector is working properly.
- 4. AC is not working in B16, C21 and library**
AC technician resolved the issue and AC are working properly in B16, C21 and library.

The principal proposed the tentative date of next meeting during the month of December 2021. The meeting was conducted with vote of thanks by the principal.

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|-------------------------|---------------------|---|
| 1. | Dr. J. Sudhakar | Principal | Chairman |  |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |  |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |  |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |  |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |  |
| 6. | Dr. B.Prakash | HoD-IT | Member |  |
| 7. | Dr. V. Anandhbabu | HoD-MECH | Member |  |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |  |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |  |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |  |
| 11. | Dr. K.Jayasri | Professor, CSE | Member |  |
| 12. | Mrs. T. Sandhya Kumari | Assoc. Professor-ECE | Member |  |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |  |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |  |



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VIEW/GRC/MOM/2021-22/04


Date: 08/05/2021

MINUTES OF GRIEVANCES AND REDRESSAL CELL(GRC) COMMITTEE MEETING

The Grievances and Redressal Cell committee meeting for the academic year 2021-22 was held on 11th May 2021, Tuesday at 2pm at Principal's Cabin, Vignan's Institute of Engineering for women, Visakhapatnam. The following members attended the meeting:

| Sl. No | Name of the staff | Designation | Position |
|--------|----------------------------|-------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman |
| 2. | Prof. A. Sesa Rao | Academic Director | Member |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |
| 6. | Dr. B.Prakash | HoD-IT | Member |
| 7. | Dr. V. Anandhbabu | HoD-MECH | Member |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |
| 11. | Mrs. P.VijayaBharathi | Associate Professor-CSE | Member |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |




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Minutes of meeting:

1. Action taken on previous minutes of the meeting

| Agenda Point | Action taken |
|---|---|
| 1.1 Provide lift access to the students who are not well. | The request of students has been accepted and given the permission to utilize the access of lift for the students who are not feeling well. |
| 1.2 Facing problem with projector in A25 and B25. | The problem resolved with new wiring and projector is working properly. |
| 1.3 AC is not working in B16, C21 and library. | AC technician resolved the issue and AC are working properly in B16,C21 and library. |

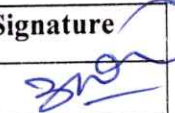
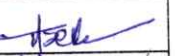
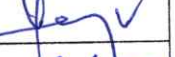




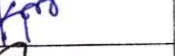
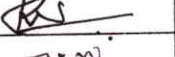

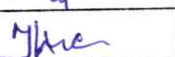



1. Provide at least two water coolers in each floor

Student have requested to arrange water coolers in each floor. The management took decision to place one water cooler in each floor.

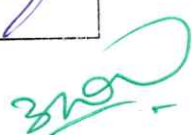
2. Provide Wi-Fi access to students

Therequest of the student to access Wi-Fi has been accepted by the management.

The principal proposed the tentative date of next meeting during the month of December 2021. The meeting was conducted with vote of thanks by the principal.

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|-------------------------|---------------------------|---|
| 1. | Dr. J. Sudhakar | Principal | Chairman |  |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |  |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |  |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |  |
| 5. | Dr. K. DurgaSyam Prasad | HoD-EEE | Member |  |
| 6. | Dr. B.Prakash | HoD-IT | Member |  |
| 7. | Dr. V. Anandhababu | HoD-MECH | Member |  |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |  |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |  |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |  |
| 11. | Dr. K.Jayasri | Professor, CSE | Member |  |
| 12. | Mrs. T. Sandhya Kumari | Assoc. Professor-ECE | Member |  |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |  |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |  |




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Visakhapatnam-49




VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN::VISAKHAPATNAM

Action Taken by Grievances and Redressal Committee for the Academic Year 2020 – 2021

| S.No. | Date of appeal | Complaint received | Date of redressal | Action taken |
|-------|----------------|--|-------------------|---|
| 1 | 19.09.2020 | Foot pedal hand sanitizer dispensers in each floor. Arrangement of bus facility for students who are attending exams in the campus. | 23.09.2020 | Students have requested to arrange foot pedal hand sanitizer dispensers in each floor of the college building to ensure the protective measures taken to prevent COVID-19 transmission as they are coming for the semester examination. Therefore it is decided to arrange foot pedal hand sanitizer dispensers in each floor of the college building as soon as possible. Arrangement bus facility for students who are attending exams in the campus students have requested to arrange college bus facility for them as they are coming to college for semester examination. Therefore in the meeting it is proposed to convey the students request to the transport manager. |
| 2 | 23.11.2020 | The students complained about plug points not working in A25 and A27. The students requested to provide door mats in washrooms. | 30.11.2020 | The plug points have been replaced in A25 and A27. The door mats have been provided in all washrooms. |


I/c Grievance Cell




Principal
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Phone : 9133300357, 8886066339 :: Fax : 0891-2010485

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

website : www.vignanview.org

VIEW/Principal/Office order/2019/08

Dt: 19-08-2019

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Grievances Redressal Cell (GRC)" for the academic year 2019-20

| Sl. No | Name of the staff | Designation | Position |
|--------|---------------------------|-------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Principal | Chairman |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |
| 4. | Dr. Ch. Ramesh Babu | HoD-ECE | Member |
| 5. | Dr. K. Durga Syam Prasad | HoD-EEE | Member |
| 6. | Dr. B.Prakash | HoD-IT | Member |
| 7. | Dr. V. Anand Babu | HoD-MECH | Member |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |
| 10. | Dr. T. RadhaKrishna Murty | Professor-BS&H | Member |
| 11. | Mrs. Vijaya Bharathi | Assoc.Professor-CSE | Member |
| 12. | Mrs. T. Sandhya Kumari | Assoc. Professor-ECE | Member |
| 13. | Mrs. K. Therissa | Assistant Professor-EEE | Member |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C- Grievance Cell |

Functions of GRC:

1. The committee should meet once in a month
2. Receives complaints and grievances from students.
3. The coordinator compiles the complaints received from the students and submit to the committee.
4. Suggestion boxes are placed in all the four floors and students are supposed to drop their grievances into the boxes.
5. The boxes should be opened in the presence of Principal and I/c of the Grievance cell

Term : Two years and shall continue to be in force until reconstruction

Meetings : The meetings may be scheduled as and when necessary



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website : www.vignanview.org

VIEW/GRC/Cir/2019-20/01

Date: 04-06-2019

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2019-20 has been planned to conduct on 10th June 2019, Monday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Industry visit for ME students.
3. No proper water supply in the washrooms.
4. Required lift facility for 2nd and 3rd floor.
5. Additional bus facility required.


PRINCIPAL

| Sl. No | Name of the Committee Member | Designation | Position | Signature |
|--------|------------------------------|--------------------------|---------------------|---|
| 1. | Dr. J. Sudhakar | Principal | Chairman |  |
| 2. | Prof. A. Sessa Rao | Academic Director | Member |  |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |  |
| 4. | Mr. Ch. Ramesh Babu | I/C HoD-ECE | Member |  |
| 5. | Prof. K. Durga Syam Prasad | HoD-EEE | Member |  |
| 6. | Dr. B. Prakash | HoD-IT | Member |  |
| 7. | Mr. V. Anandababu | HoD-MECH | Member |  |
| 8. | Dr. S. Ramesh | HoD-MBA | Member |  |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |  |
| 10. | Dr. T. Radha Krishna Murty | Professor-BS&H | Member |  |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member |  |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |  |
| 13. | Dr. K. Jyotshna | Associate Professor-BS&H | Member |  |
| 14. | Mrs. K. Therissa | Assistant Professor-EEE | Member |  |
| 15. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |  |



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website : www.vignanview.org

VIEW/GRC/MoM/2019-20/01

Date: 13/06/2019

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell Committee Meeting for the Academic Year 2019-20 was held on 10th June 2019 during 2pm at **Principal's Cabin**, Vignans Institute of Engineering for Women, Visakhapatnam. The following members attended the meeting:

| Sl.No | Name of Committee Member | Position |
|-------|----------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Chairman |
| 2. | Prof. A. Sesha Rao | Member |
| 3. | Dr. K. Vijaya Kumar | Member |
| 4. | Mr.Ch. Ramesh Babu | Member |
| 5. | Dr. B. Prakash | Member |
| 6. | Dr.S.Ramesh | Member |
| 7. | Dr. K. Chaitanya | Member |
| 8. | Dr. T. Radhakrishna Murthy | Member |
| 9. | Mrs. T. Sandhya Kumari | Member |
| 10. | Dr. K. Jyotshna | Member |
| 11. | Mrs. K. Therissa | Member |
| 12. | Mrs. S. Kalyani | I/c. Grievance Cell |

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting

| Agenda point | Action taken |
|---|--|
| 1.1. Tube lights are not working in room no. B06 | New tube lights have been placed in room no. B06. |
| 1.2. Deterioration of food quality in the canteen | Now quality of canteen food is enhanced, also hygiene is maintained properly. |
| 1.3. Facing problems with bats in the classrooms | Pest control services have been arranged in the early mornings to control the bats entering into the classrooms. |
| 1.4. Extra classes for CRT students | Extra classes were arranged for the CRT students. |



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2. Industry visit for ME students

ME students have requested to arrange an Industry Visit as this will provide a technical revelation to the students. The principal appreciated their concern and it is decided to inform HOD-ME to arrange an industry visit for them.

3. No proper water supply in the washrooms

Students have complained that nowadays water supply is not regular in the washrooms. Because of that sometimes students are facing problems. Therefore it is decided to look into this matter and take the necessary actions.

4. Required lift facility for 2nd and 3rd floor

Students have requested to provide lift facility for the 2nd and 3rd floor. For those students who are having classes in 2nd and 3rd floor are facing problems. Therefore it is decided to convey this request to the management.

5. Additional bus facility required

Students have requested to provide additional buses as the buses being overloaded and no proper sitting facility available in the buses. Therefore it is decided to convey this request to the transport manager for providing additional buses.

The Principal proposed the tentative date of next meeting during the month of November 2019. The meeting was concluded with vote of thanks by the Principal.

| Sl. No. | Name of Committee Member | Designation | Position | Signature |
|---------|----------------------------|-------------------------|----------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof.A.Sesha Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr.Ch. Ramesh Babu | I/c HOD-ECE | Member | |
| 5. | Prof. K. Durga Syam Prasad | HoD-EEE | Member | |
| 6. | Dr. B. Prakash | HoD-IT | Member | |
| 7. | Mr.V.Anandababu | HoD-MECH | Member | |
| 8. | Dr.S.Ramesh | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. Radhakrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |



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| | | | | |
|-----|-----------------|-----------------------|---------------------|-------------------|
| 13. | Dr.K.Jyotshna | Assoc. Professor-BS&H | Member | <i>K.Jyotshna</i> |
| 14. | Mrs.K.Therissa | Assoc. Professor-EEE | Member | <i>Jh</i> |
| 15. | Mrs. S. Kalyani | Assoc. Professor -IT | I/C. Grievance Cell | <i>S.Kalyani</i> |



[Signature]
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Vignan's Institute of
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K.J. Peta, VSEZ (P.O.),
Visakhapatnam-49



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN: VISAKHAPATNAM

Date: 23.08.2019

Complaints received by the Grievances Redressal Committee

1. Unhygienic conditions of washrooms.
2. Sanitary Naphkins disposal machine in each floor.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. Proper action is taken to make the washrooms clean periodically for every one hour by sanitary staff.
2. Order will be placed for one machine next month by inviting quotations. Further, the machines will be increased to more in near future for each floor.


I/c. Grievance Cell


Principal



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VIEW/GRC/Cir/2019-20/02

Date: 03-10-2019

CIRCULAR


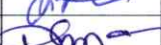

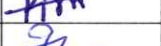
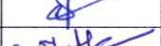
The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2019-20 has been planned to conduct on 9th October 2019, Wednesday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Fans are not working properly in the rest room.
3. Proper cleaning of corridor of each floor.
4. For the 2nd shift buses are not coming on time.
5. Insufficient chairs in the library.


PRINCIPAL

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|---------------------------|--------------------------|---------------------|---|
| 1. | Dr. J. Sudhakar | Principal | Chairman |  |
| 2. | Prof. A. Sesha Rao | Academic Director | Member |  |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member |  |
| 4. | Mr. Ch. Ramesh Babu | I/c HoD-ECE | Member |  |
| 5. | Dr. K. Durga Syam Prasad | HoD-EEE | Member |  |
| 6. | Dr. B.Prakash | HoD-IT | Member |  |
| 7. | Mr.V.Anandababu | HoD-MECH | Member |  |
| 8. | Dr. S.Ramesh | HoD-MBA | Member |  |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member |  |
| 10. | Dr. T. RadhaKrishna Murty | Professor-BS&H | Member |  |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member |  |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |  |
| 13. | Dr.K.Jyotshna | Associate Professor-BS&H | Member |  |
| 14. | Mrs. K. Therissa | Assistant Professor-EEE | Member |  |
| 15. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell |  |



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website : www.vignanview.org

VIEW/GRC/MOM/2019-20/02

Date: 11/10/2019

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell Committee Meeting for the Academic Year 2019-20 was held on 9th October 2019 during 2pm at Principal's Cabin, Vignan's Institute of Engineering for Women, Visakhapatnam. The following members attended the meeting:

| SL.NO | Name of Committee Member | Position |
|-------|----------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Chairman |
| 2. | Prof. A. Sesharao | Member |
| 3. | Mr.Ch. Ramesh Babu | Member |
| 4. | Prof. K. DurgaSyam Prasad | Member |
| 5. | Dr. B. Prakash | Member |
| 6. | Mr.V.Anandababu | Member |
| 7. | Dr. S. Ramesh | Member |
| 8. | Dr. K. Chaitanya | Member |
| 9. | Dr. T. Radhakrishna Murthy | Member |
| 10. | Dr. K. Jyotshna | Member |
| 11. | Mrs. S. Kalyani | I/c. Grievance Cell |

Minutes of the Meeting:

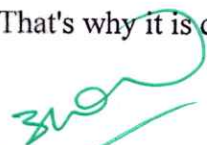
1. Action taken on previous minutes of the meeting

| Agenda point | Action taken |
|---|--|
| 1.1. Industry visit for ME students | Students have visited BHEL, Visakhapatnam on July 12, 2019. |
| 1.2. No proper water supply in the washrooms | Water is coming washrooms Ina regularbasis in the washrooms |
| 1.3. Required lift facility for 2nd and 3 floor | Management has accepted the request and initial work has been started. |
| 1.4. Additional bus facility required | 2 additional buses are provided. |

2. Fans are not working properly in the rest room

Students have complaint that fans aepot working in the rest room That's why it is decided to repair the danc masse as possible.




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website : www.vignanview.org

3. Proper cleaning of corridor of each floor

Students have requested to clean the corridor of each floor everyday to ensure safety and maintain quality. Principal has appreciated students concern and it is decided to clean the corridor everyday with floor cleaner.

4. For the 2nd shift bus is not coming on time

Students have complained that for 2nd shift college buses are not coming in time. Consequently, students used to be late for their classes. Therefore it is decided to convey this complain to the transport manager.

5. Insufficient chairs in the library

Students have requested to provide extra chairs in the library so that they can sit during the reading time. Therefore it is decided to enhance the sitting occupancy of library by providing 50 more chairs.

The Principal proposed the tentative date of next meeting during the month of March 2020. The meeting was concluded with vote of thanks by the Principal.

| SLNO | Name of Committee Member | Designation | Position | Signature |
|------|----------------------------|---------------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sesharao | Academic Director | Member | |
| 3. | Dr.K.Vijaya Kumar | HOD-CSE | Member | |
| 4. | Mr.Ch. Ramesh Babu | I/c HOD-ECE | Member | |
| 5. | Prof. K. DurgaSyam Prasad | HOD-EEE | Member | |
| 6. | Dr. B. Prakash | HOD-IT | Member | |
| 7. | Mr.V.Anandababu | HOD-MECH | Member | |
| 8. | Dr. S. Ramesh | HOD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HOD-BS&H | Member | |
| 10. | Dr. T. Radhakrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. VijayaBharathi | Associate Professor- CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor- ECE | Member | |
| 13. | Dr. K. Jyotshna | Associate Professor- BS&H | Member | |
| 14. | Mrs. K. Therissa | Associate Professor- EEE | Member | |
| 15. | Mrs. S. Kalyani | Associate Professor- IT | I/c. Grievance Cell | |



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Ph: 9133300357, 8886066339 :: Fax: 0891-2010487 :: E-Mail: viewvizag@yahoo.com

VIEW/Principal/Office order/2019/20

Date: 25/11/2019


OFFICE ORDER

Grievance and Redressal Cell is constituted with the following members for the academic year 2019-20.

| Sl.No | Name of the Staff | Designation | Dept. | Role | Mob. No |
|-------|------------------------|------------------|-------|----------------|------------|
| 1 | Dr.J.Sudhakar | Principal | -- | Chairman | 9052066699 |
| 2 | Dr.T.RadhakrishnaMurty | Professor | BS&H | Member | 9885139397 |
| 3 | Mrs.P.Vijaya Bharathi | Assoc. Professor | CSE | Member | 9849819662 |
| 4 | Mrs.T.Sandhya Kumari | Assoc. Professor | ECE | Member | 9949873848 |
| 5 | Dr.K.Jyothsna | Assoc. Professor | BS&H | Member | 9063001918 |
| 6 | Mrs. K. Therissa | Asst. Professor | EEE | Member | 9949531531 |
| 7. | Mrs.S.Kalyani | Asst. Professor | IT | I/c. Grievance | 9491162578 |

Functions of the Committee:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students.
3. Mrs. S.Kalyani compiles the complaints received from the students and submit to the committee.
4. Three suggestion boxes are placed in all the three floors and students are supposed to drop their grievances into the boxes.
5. The boxes should be opened in the presence of Principal and I/c. of the Grievance Cell.


25/11/19
Dr.J.Sudhakar
(Principal)

Copy to: I/c. Grievance
Individual
All HODs
A.O/Office



Date: 30-11-2019

Complaints received by the Grievances Redressal Committee


1. EEE Student lost money in class room.
2. Proper fixation of class room doors.

As per committee recommendatory and with the discussions of the management, the following tasks are completed.

1. The student who theft the money is traced out with the help of CC cameras fixed in the class room and counseled.
2. Repair works are being taken by the carpenters.


I/c Grievance Cell




Principal
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Vignan's Institute of
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K.J. Peta, VSEZ (P.O.),
Visakhapatnam-49



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website : www.vignanview.org

VIEW/GRC/Cir/2019-20/03

Date: 06/02/2020

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2019-20 has been planned to conduct on 11th February 2020, Tuesday at 2pm. All the members of Grievances and Redressal Cell Committee are hereby informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Replacement of curtain from room no. B16.
3. Replacement of dustbins in the washrooms of each floor.
4. No door in room no. A07.
5. Electrical problem in room no. A22.

3/10/20
6/2/20
PRINCIPAL

| Sl. No | Name of the Committee Member | Designation | Position | Signature |
|--------|------------------------------|--------------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr. Ch. Ramesh Babu | HoD-ECE | Member | |
| 5. | Prof. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Dr. B.Prakash | HoD-IT | Member | |
| 7. | Dr. V. Anandh babu | HoD-MECH | Member | |
| 8. | Dr. M. PardhaSaradhi | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member | |
| 11. | Dr. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Dr. K. Jyotshna | Associate Professor-BS&H | Member | |
| 14. | Mrs. K. Therissa | Assistant Professor-EEE | Member | |
| 15. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |



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VIEW/ GRC/MoM/2019-20/03

Date: 14/02/2020

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell Committee Meeting for the Academic Year 2019-20 was held on 11th February 2020 during 2pm at **Principal's Cabin**, Vignan's Institute of Engineering for Women, Visakhapatnam. The following members attended the meeting:

| Sl.No | Name of Committee Member | Position |
|-------|----------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Chairman |
| 2. | Prof. A. Sessa Rao | Member |
| 3. | Dr. K. Vijaya Kumar | Member |
| 4. | Mr.Ch. Ramesh Babu | Member |
| 5. | Prof. K. Durga Syam Prasad | Member |
| 6. | Dr. B. Prakash | Member |
| 7. | Mr.V.Anandababu | Member |
| 8. | Dr. T. Radhakrishna Murthy | Member |
| 9. | Mrs. P. Vijaya Bharathi | Member |
| 10. | Mrs. T. Sandhya Kumari | Member |
| 11. | Mrs. K. Therissa | Member |
| 12. | Mrs. S. Kalyani | I/c. Grievance Cell |

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting

| Agenda point | Action taken |
|---|---|
| 1.1. Fans are not working properly in the rest room | Damaged fans were repaired, now they are working properly. |
| 1.2. Proper cleaning of corridor of each floor | Nowadays corridor of each floor is cleaned every day. |
| 1.3. For the 2 nd shift buses are not coming on time | Now 2 nd shift college buses are coming on time. |
| 1.4. Insufficient chairs in the library | 50 extra chairs were provided in the library. |



[Handwritten Signature]
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2. Replacement of curtain from room no. B16

Students have requested to replace the old torn curtain from room no. B16. During the class time sunlight falls on the black board which decreases the visibility of the blackboard. Therefore it is decided to provided new curtain in room no. B16.

3. Replacement of dustbins in the washrooms of each floor

The conditions of the washroom dustbins are not good. Sometimes bad smell also comes from the dustbins. That's why students have requested to replace old dustbins from the washroom. Therefore it is decided to replace the old dustbin from the washrooms.

4. No door in room no A07

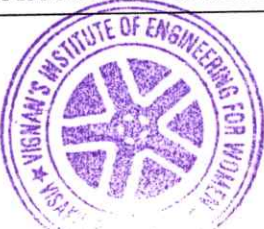
Students have raised an issue that there is no door in the room number A07. Because of that sometimes dogs used to enter inside the classroom during college time. Therefore it is decided to fix the door as soon as possible.

5. Electrical problem in room no. A22

Students have complained that they are facing electrical problem in room no. A22. During class time, projector faces unexpected shut down which leads to class disturbances. Therefore it is decided to resolve the electrical problem very soon.

The Principal proposed the tentative date of next meeting during the month of June 2020. The meeting was concluded with vote of thanks by the Principal.

| Sl. No | Name of Committee Member | Designation | Position | Signature |
|--------|----------------------------|-------------------------|----------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof.A.Sesha Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr.Ch. Ramesh Babu | I/c HOD-ECE | Member | |
| 5. | Prof. K. Durga Syam Prasad | HoD-EEE | Member | |
| 6. | Dr. B. Prakash | HoD-IT | Member | |
| 7. | Mr.V.Anandababu | HoD-MECH | Member | |
| 8. | Dr.S.Ramesh | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. Radhakrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |



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| | | | | |
|-----|----------------|-----------------------|---------------------|--------------------|
| 13. | Dr.K.Jyotshna | Assoc. Professor-BS&H | Member | <i>[Signature]</i> |
| 14. | Mrs.K.Therissa | Assoc. Professor-EEE | Member | <i>[Signature]</i> |
| 15. | Mrs.S.Kalyani | Assoc. Professor -IT | I/C. Grievance Cell | <i>[Signature]</i> |



[Signature]
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Date: 21.02.2020

Complaints received by the Grievances Redressal Committee

1. Students request for lift provision to second and third floor
2. Students facing the problem of pests in classrooms.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. The issue is reported to the management and it is under consideration.
2. Pest control services have been arranged in the early mornings to control bats from entering into the classrooms.

I/c. Grievance Cell

Principal



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Date: 19.09.2020

Complaints received by the Grievances Redressal Committee


1. Arrangement of foot peddle, hand sanitizer dispensers in each floor.
2. Arrangement of bus facility to students who are attending exams in the campus.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. The management arranged a dispenser in each floor.
2. Brought to the notice of the transport manager and permission is being taken from RTA.


I/c. Grievance Cell




19/9/20
Principal
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Action Taken by Grievances and Redressal Committee for the Academic Year 2019 – 2020

| S.No. | Date of appeal | Complaint received | Date of redressal | Action taken |
|-------|----------------|---|-------------------|--|
| 1 | 15.06.2019 | Replacement of damaged chairs and benches in the class rooms. Transport facility to some specific localized areas ie Gosala,Mindi,Gnanapuram and Townkotharoad is the requested. | 22.06.2019 | Complaint is recorded and necessary action will be taken very soon. Brought to the notice of the Transport manager and extended one bus Gosala stop via Simhachalam, and the other routes will be extended from the next academic year. |
| 2 | 23.08.2019 | Unhygienic conditions of restrooms. Sanitary Napkins disposal machine in each floor. | 31.08.2019 | Proper action is taken to make the washrooms clean periodically for every one hour by sanitary staff. Order will be placed for one machine next month by inviting quotations. Further, the machine will be increased to more in near future for each floor. |




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| | | | | |
|---|------------|---|------------|--|
| 3 | 30.11.2019 | EEE Students lost money in class room. Proper fixation of class room doors . | 09.12.2019 | The Student who theft the money is traced out with the help of CC cameras fixed in the classroom and counseled. Repair works are being taken by the carpenters. |
| 4 | 21.02.2020 | Requested for lift Provision to second and third floor. Facing the classrooms during class time and lunch time. | 29.2.2020 | The issue is reported to the officer manager and it is under construction. Pest control services have been arranged in the early mornings to control bats from entering into the class rooms. |
| 5 | 19.09.2020 | Arrangement of foot peddle hand sanitizer dispensers in each floor. Arrangement of bus facility to students who are attending exams in the campus. | 26.09.2020 | Arranged a dispenser in each floor. Brought to the notice of the Transport manager and permission is being taken from RTA. |

S. Jay
I/c Grievance Cell



S. Jay
Principal
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VIEW/Principal/Office order/2018/21(15)

Date: 07/07/2018

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Grievances Redressal Cell (GRC)".

| Sl.No | Name of the Staff | Designation | Role |
|-------|-------------------------|-----------------------|---------------------|
| 1. | Dr.J.Sudhakar | Principal | Chairman |
| 2. | Prof.A.Sesha Rao | Academic Director | Member |
| 3. | Dr.K.Vijaya Kumar | HoD-CSE | Member |
| 4. | Mr.Ch.Ramesh Babu | I/c HOD-ECE | Member |
| 5. | Prof.K.DurgaSyam | HoD-EEE | Member |
| 6. | Dr.B.Prakash | HoD-IT | Member |
| 7. | Mr.V.Anandababu | HoD-MECH | Member |
| 8. | Dr.S.Ramesh | HoD-MBA | Member |
| 9. | Dr.K.Chaitanya | HoD-BS&H | Member |
| 10. | Dr.T.RadhakrishnaMurthy | Professor-BS&H | Member |
| 11. | Mrs.P.Vijaya Bharathi | Assoc. Professor-CSE | Member |
| 12. | Mrs.T.Sandhya Kumari | Assoc. Professor-ECE | Member |
| 13. | Dr.K.Jyothsna | Assoc. Professor-BS&H | Member |
| 14. | Mrs. K. Therissa | Assoc. Professor-EEE | Member |
| 15. | Mrs.S.Kalyani | Assoc. Professor-IT | I/c. Grievance Cell |

Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students.
3. The coordinator compiles the complaints received from the students and submit to the committee.
4. Three suggestion boxes are placed in all the three floors and students are supposed to drop their grievances into the boxes.
5. The boxes should be opened in the presence of Principal and I/c. of the Grievance Cell.

Term : Two years and shall continue to be in force until reconstruction.


Meetings : The meeting may be scheduled as and when necessary.

Copy to: All HoDs


ECE


EEE




IT



ME


MBA


BS&H


PRINCIPAL

Coordinator:  Office Copy: 


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VIEW/GRC/Cir/2018-19/01

Dt: 16.07.2018

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2018-19 has been planned to conduct on 20th July 2018, Friday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

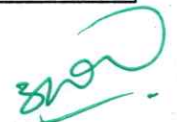
Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Water seepage on the ceiling in room no.C01.
3. Electrical problems in room no.A15.
4. III-EEE students lost money in class room.
5. Proper fixation of class room doors.

| Sl. No | Name of the Staff | Designation | Position | Signature |
|--------|----------------------------|--------------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Dr.K.Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr. Ch. Ramesh Babu | I/c HoD-ECE | Member | |
| 5. | Prof. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Dr.B.Prakash | HoD-IT | Member | |
| 7. | Mr. V. Ananda babu | HoD-MECH | Member | |
| 8. | Dr. S.Ramesh | HoD-MBA | Member | |
| 9. | Dr.K.Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Dr.K.Jyotshna | Associate Professor-BS&H | Member | |
| 14. | Mrs.K.Therissa | Assoc. Professor-EEE | Member | |
| 15. | Mrs. S. Kalyani | Assoc. Professor -IT | I/C. Grievance Cell | |




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VIEW/GRC/MoM/2018-19/01

Date: 24/07/2018

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell Committee Meeting for the Academic Year 2018-19 was held on 20th July 2018 during 2pm at **Principal's Cabin**, Vignan's Institute of Engineering for Women, Visakhapatnam. The following members attended the meeting:

| Sl.No | Name of Committee Member | Position |
|-------|----------------------------|---------------------|
| 1. | Dr. J Sudhakar | Chairman |
| 2. | Prof.A.Sesha Rao | Member |
| 3. | Dr. K. Vijaya Kumar | Member |
| 4. | Prof. K. Durga Syam Prasad | Member |
| 5. | Dr. B. Prakash | Member |
| 6. | Mr.V.Anandababu | Member |
| 7. | Dr. K. Chaitanya | Member |
| 8. | Dr. T. Radhakrishna Murthy | Member |
| 9. | Mrs. P. Vijaya Bharathi | Member |
| 10. | Mrs. T. Sandhya Kumari | Member |
| 11. | Mrs. K. Therissa | Member |
| 12. | Mrs. S. Kalyani | I/c. Grievance Cell |

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting

| Agenda point | Action taken |
|--|--|
| 1.1. Change the blackboard of the classroom | Blackboard was changed in the IV ME classroom. |
| 1.2. Maintenance of medical kit for the students in every department | Medical kit is maintained properly in every department. |
| 1.3. Placement of dustbins in the corridor of each floor in the college building | 5 dustbins are placed in the corridor of each floor in the college building. |
| 1.4. Shortage of beds in the rest room | 10 extra beds were provided in the rest room. |



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2. Water seepage on the ceiling in room no. C01

Students have requested to repair the seepage on the ceiling in room no. C01. During raining, water droplets leaks through the ceiling. Therefore in the meeting it is decided to repair the seepage as soon as possible.

3. Electrical problems in room no. A15

Students have raised an issue that they are suffering from electrical problem in room no. A15. During class time, projector faces unexpected shut down which leads to class disturbances. Therefore it is decided to resolve the electrical problem very soon.

4. III-EEE students lost money in class room

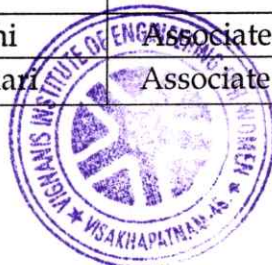
III-EEE Students have raised an issue that nowadays they are losing money from their bag in the classroom. Therefore, it is proposed to install CCTV cameras in each classroom in the next semester.

5. Proper fixation of class room doors

Students have requested to fix the classroom doors as some doors are not properly working. While wind blows some unusual sounds are coming from doors which lead to lack of concentration of students during class time. Therefore it is decided to fix the classroom doors very soon.

The Principal proposed the tentative date of next meeting during the month of December 2018. The meeting was concluded with vote of thanks by the Principal.

| Sl. No | Name of Committee Member | Designation | Position | Signature |
|--------|----------------------------|-------------------------|----------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof.A.Sesha Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr.Ch. Ramesh Babu | I/c HOD-ÉCE | Member | |
| 5. | Prof. K. Durga Syam Prasad | HoD-EEE | Member | |
| 6. | Dr. B. Prakash | HoD-IT | Member | |
| 7. | Mr.V.Anandababu | HoD-MECH | Member | |
| 8. | Dr.S.Ramesh | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. Radhakrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |



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|-----|-----------------|-----------------------|---------------------|-------------------|
| 13. | Dr.K.Jyotshna | Assoc. Professor-BS&H | Member | <i>K.Jyotshna</i> |
| 14. | Mrs.K.Therissa | Assoc. Professor-EEE | Member | <i>Therissa</i> |
| 15. | Mrs. S. Kalyani | Assoc. Professor -IT | I/C. Grievance Cell | <i>S. Kalyani</i> |



3/20/20
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Date: 09.08.2018

Complaints received by the Grievances Redressal Committee

1. Shortage of beds in the rest rooms. One rest room to be allotted in every floor of the campus.
2. Dustbins to be placed in the corridors of every floor and where ever necessary.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It was brought to the notice of the management and extra beds will be purchased shortly. As there is no provision of extra rooms immediately to allot for the rest rooms, the management would plan for it by next academic year.
2. It was brought to the notice of the management and dustbins will be purchased and would be placed in every floor at the earliest.


I/c. Grievance Cell


Principal



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VIEW/GRC/Cir/2018-19/02

Dt: 02.11.2018

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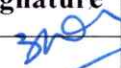
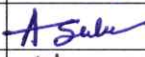
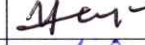
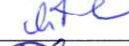



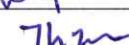
The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2018-19 has been planned to conduct on 8th November 2018, Thursday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Unhygienic conditions of washrooms.
3. Replacement of damaged chair and bench from room no.A08.
4. Required transport facility to some specific localized areas i.e., Gosala, Mindi and Gnanapuram.
5. Provide wall clocks in the class rooms.


PRINCIPAL

| Sl. No | Name of the Staff | Designation | Position | Signature |
|--------|----------------------------|--------------------------|---------------------|---|
| 1. | Dr. J. Sudhakar | Principal | Chairman |  |
| 2. | Prof. A. Sesha Rao | Academic Director | Member |  |
| 3. | Dr.K.Vijaya Kumar | HoD-CSE | Member |  |
| 4. | Mr. Ch. Ramesh Babu | I/c HoD-ECE | Member |  |
| 5. | Prof. K. DurgaSyam Prasad | HoD-EEE | Member |  |
| 6. | Dr.B.Prakash | HoD-IT | Member |  |
| 7. | Mr.V. Ananda babu | HoD-MECH | Member |  |
| 8. | Dr. S.Ramesh | HoD-MBA | Member |  |
| 9. | Dr.K.Chaitanya | HoD-BS&H | Member |  |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member |  |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member |  |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member |  |
| 13. | Dr.K.Jyotshna | Associate Professor-BS&H | Member |  |
| 14. | Mrs.K.Therissa | Assoc. Professor-EEE | Member |  |
| 15. | Mrs. S. Kalyani | Assoc. Professor -IT | I/C. Grievance Cell |  |



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K.J. Peta, VSEZ (P.O.),
Visakhapatnam-49



Date: 08.11.2018

Complaints received by the Grievances Redressal Committee

1. Requested to change the college timings.
2. Facing Problems with flies and insects in the classroom, during class time & lunch time. More number of mosquitoes in Rooms A05 and A06. Requested to provide some precautions to avoid them.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. The proposal of change in the college timings was brought to the notice of the management; they would look into it and give their approval probably by next academic year.
2. As the problems of health issues are increasing, it was brought to the notice of the manager and planned to maintain pest control periodically to prevent insects, bugs and rodents from entering the college premises


I/c Grievance Cell





Principal
Principal
Vignan's Institute of
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K.J. Peta, VSEZ (P.O.)
Visakhapatnam-49



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

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Phone : 9133300357, 8886066339 :: Fax : 0891-2010485

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

website : www.vignanview.org

VIEW/GRC/MoM/2018-19/02

Date: 12/11/2018

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

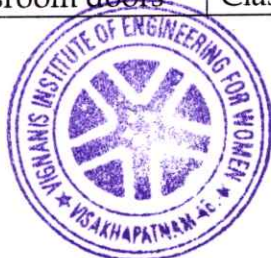
The Grievances and Redressal Cell Committee Meeting for the Academic Year 2018-19 was held on 8th November 2018 during 2pm at **Principal's Cabin**, Vignans Institute of Engineering for Women, Visakhapatnam. The following members attended the meeting:

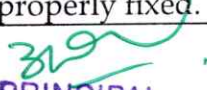
| Sl.No | Name of Committee Member | Position |
|-------|----------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Chairman |
| 2. | Prof.A.Sesha Rao | Member |
| 3. | Mr.Ch. Ramesh Babu | Member |
| 4. | Prof. K. Durga Syam Prasad | Member |
| 5. | Mr.V.Anandababu | Member |
| 6. | Dr.S.Ramesh | Member |
| 7. | Dr. K. Chaitanya | Member |
| 8. | Dr. T. Radhakrishna Murthy | Member |
| 9. | Mrs. P. Vijaya Bharathi | Member |
| 10. | Dr. K. Jyotshna | Member |
| 11. | Mrs. K. Therissa | Member |
| 12. | Mrs. S. Kalyani | I/c. Grievance Cell |

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting

| Agenda point | Action taken |
|---|---|
| 1.1. Water seepage on the ceiling in room no. C01 | Ceiling of room no. C01 was repaired to avoid water seepage. |
| 1.2. Electrical problems in room no. A15 | Electrical problem was solved in room no. A15. |
| 1.3. III-EEE students lost money in class room | It is decided to install CCTV camera in every classroom in the next semester. Procurement planning already started. |
| 1.4. Proper fixation of classroom doors | Classroom doors were properly fixed. |




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website : www.vignanview.org

2. Unhygienic conditions of washrooms

Students have raised an issue that nowadays washrooms are not cleaned properly. Because of that some students have fallen in sick. Therefore, it is decided to check the washroom daily whether it is properly cleaned or not.

3. Replacement of damaged chair and bench from room no. A08

Students have requested for the replacement of damaged chair and bench from room no. A08. In the class time students have to sit on the broken chairs which is sometimes dangerous for them. Therefore it is decided to repair the broken chair and tables as soon as possible.

4. Required transport facility to some specific localized areas i.e. Gosala, Mindi and Gnanapuram etc.

Students have requested to provide extra transport facility to some specific localized areas i.e. Gosala, Mindi and Gnanapuram etc. because many students come from local areas. This will be very convenient for them if they get extra bus facility. Therefore it is proposed to convey this request to transport manager to provide extra bus facility.

5. Provide wall clocks in the class rooms

Students have requested to provide wall clocks in the classrooms as the semester exam is there in the month of December. This will be very helpful for them to manage the time. Therefore it is decided to provide wall clocks in each classroom.

The Principal proposed the tentative date of next meeting during the month of February 2019. The meeting was concluded with vote of thanks by the Principal.

| Sl. No | Name of Committee Member | Designation | Position | Signature |
|--------|----------------------------|-------------------|----------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof.A.Sesha Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr.Ch. Ramesh Babu | I/c HOD-ECE | Member | |
| 5. | Prof. K. Durga Syam Prasad | HoD-EEE | Member | |
| 6. | Dr. B. Prakash | HoD-IT | Member | |
| 7. | Mr.V.Anandababu | HoD-MECH | Member | |
| 8. | Dr.S.Ramesh | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. Radhakrishna Murthy | Professor-BS&H | Member | |



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website : www.vignanview.org

| | | | | |
|-----|-------------------------|-----------------------|---------------------|-------------------|
| 11. | Mrs. P. Vijaya Bharathi | Assoc.Professor-CSE | Member | <i>Mh</i> |
| 12. | Mrs. T. Sandhya Kumari | Assoc. Professor-ECE | Member | <i>f</i> |
| 13. | Dr.K.Jyotshna | Assoc. Professor-BS&H | Member | <i>K.Jyotshna</i> |
| 14. | Mrs.K.Therissa | Assoc. Professor-EEE | Member | <i>Th</i> |
| 15. | Mrs. S. Kalyani | Assoc. Professor -IT | I/C. Grievance Cell | <i>S.Kalyani</i> |



3/20/15
PRINCIPAL
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Visakhapatnam-49



Date: 02.02.2019

Complaints received by the Grievances Redressal Committee

1. Students from III B.Tech are losing regular classes because of CCC & CRT training, they have requested to start the training sessions early in time so that they could manage both adequately. They have also requested to repeat the classes which they have missed.
2. Students requested to ensure that there will not be any network and system issues during lab sessions.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It was brought to the notice of the management, they took this into consideration and planned to arrange the schedules accordingly to manage both academic and T&P activities.
2. It was brought to the notice of the lab-incharge and lab technicians, the problem of network issue will be resolved with new wiring and replacement of routers with new ones if necessary very shortly.


I/c. Grievance Cell





Principal

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VIEW/GRC/Cir/2018-19/03

Date: 15-02-2019

CIRCULAR

The Grievances and Redressal Cell (GRC) Meeting for the Academic year 2018-19 has been planned to conduct on 20th February 2019, Wednesday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Tube lights are not working in room no.B06.
3. Deterioration of food quality in the canteen.
4. Facing problems with bats in the classrooms.
5. Extra classes for CRT students.

Principal
15/2/19

| Sl. No | Name of the staff | Designation | Position | Signature |
|--------|----------------------------|--------------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr. Ch. Ramesh Babu | I/C HoD-ECE | Member | |
| 5. | Prof. K. Durga Syam Prasad | HoD-EEE | Member | |
| 6. | Dr. B.Prakash | HoD-IT | Member | |
| 7. | Mr.V.Anandababu | HoD-MECH | Member | |
| 8. | Dr.S.Ramesh | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murty | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Dr.K.Jyotshna | Associate Professor-BS&H | Member | |
| 14. | Mrs. K. Therissa | Assistant Professor-EEE | Member | |
| 15. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |



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website : www.vignanview.org

VIEW/ GRC/MoM/2018-19/03

Date: 23/02/2019

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell Committee Meeting for the Academic Year 2018-19 was held on 20th February 2019 during 2pm at **Principal's Cabin**, Vignan's Institute of Engineering for Women, Visakhapatnam. The following members attended the meeting:

| Sl.No | Name of Committee Member | Position |
|-------|----------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Chairman |
| 2. | Prof.A.Sesha Rao | Member |
| 3. | Prof. K. Durga Syam Prasad | Member |
| 4. | Dr. B. Prakash | Member |
| 5. | Mr.V.Anandababu | Member |
| 6. | Dr.S.Ramesh | Member |
| 7. | Dr. K. Chaitanya | Member |
| 8. | Mrs. P. Vijaya Bharathi | Member |
| 9. | Mrs. T. Sandhya Kumari | Member |
| 10. | Dr. K. Jyotshna | Member |
| 11. | Mrs. K. Therissa | Member |
| 12. | Mrs. S. Kalyani | I/c. Grievance Cell |

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting

| Agenda point | Action taken |
|---|--|
| 1.1.Unhygienic conditions of washrooms | Now hygiene is maintained properly in the washrooms. |
| 1.2. Replacement of damaged chair and bench from room no. A08 | Damaged chair and bench were replaced from room no. A08. |
| 1.3. Required transport facility to some specific localized areas i.e. Gosala, Mindi and Gnanapuram etc | 2 extra buses are provided for the local areas. |
| 1.4. Provide wall clocks in the class rooms | Wall clocks have been provided in the classrooms. |



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2. Tube lights are not working in room no. B06

Students have requested to replace the tube lights from room no. B06 as some tube lights are not working properly. Consequently, sometimes the writings on the board are not visible to students. Therefore it is proposed to replace the damaged tube lights.

3. Deterioration of food quality in the canteen

Students have raised an issue that food quality of college canteen is degrading day by day. Because of that some students have fallen in sick. Therefore it is decided to enquire the actual fact and take the necessary actions.

4. Facing problems with bats in the classrooms

Students have complained that they are facing problems with bats during class time and lunch time. Sometimes bats become the reason of class disturbances. Therefore it is proposed to take the necessary actions to get rid of bats problem.

5. Extra classes for CRT students

Some students undergoing CRT training are losing regular classes. Therefore they have requested to repeat the missed classes and also requested to start the training sessions early in the morning so that they can attend both CRT training classes and regular classes.

The Principal proposed the tentative date of next meeting during the month of June 2019. The meeting was concluded with vote of thanks by the Principal.

| Sl. No | Name of Committee Member | Designation | Position | Signature |
|--------|----------------------------|-------------------------|----------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof.A.Sesha Rao | Academic Director | Member | |
| 3. | Dr. K. Vijaya Kumar | HoD-CSE | Member | |
| 4. | Mr.Ch. Ramesh Babu | I/c HOD-ECE | Member | |
| 5. | Prof. K. Durga Syam Prasad | HoD-EEE | Member | |
| 6. | Dr. B. Prakash | HoD-IT | Member | |
| 7. | Mr.V.Anandababu | HoD-MECH | Member | |
| 8. | Dr.S.Ramesh | HoD-MBA | Member | |
| 9. | Dr. K. Chaitanya | HoD-BS&H | Member | |
| 10. | Dr. T. Radhakrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumar | Associate Professor-ECE | Member | |



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| | | | | |
|-----|-----------------|-----------------------|---------------------|--------------------|
| 13. | Dr.K.Jyotshna | Assoc. Professor-BS&H | Member | <i>[Signature]</i> |
| 14. | Mrs.K.Therissa | Assoc. Professor-EEE | Member | <i>[Signature]</i> |
| 15. | Mrs. S. Kalyani | Assoc. Professor -IT | I/C. Grievance Cell | <i>[Signature]</i> |



[Signature]
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Visakhapatnam-49



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN:: VISAKHAPATNAM

Date: 15-06-2019

Complaints received by the Grievances Redressal Committee


1. Replacement of damaged chairs and benches in the class rooms
2. Transport facility to some specific localized areas i.e. Gosala, Mindi, Gnanpuram, Townkotharoad is requested

As per committee recommendatory and with the discussions of the management, the following tasks are completed.

1. Complaint is recorded and necessary action will be taken very soon
2. Brought to the notice of the Transport Manager and extended one bus to Gosala stop via Simhachalam, and the other routes will be extended from the next academic year


I/c Grievance Cell




Principal
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Visakhapatnam-49




VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN::VISAKHAPATNAM

Action Taken by Grievances and Redressal Committee

for the Academic Year 2018 – 2019

| S.No. | Date of appeal | Complaint received | Date of redressal | Action taken |
|-------|----------------|---|-------------------|---|
| 1 | 25.06.2018 | <p>Requested for freezing water machines to have cool water in the campus.</p> <p>Requested to maintain medical kit for students in every department</p> | 07.07.2018 | <p>It was brought to the notice of the management and proposal of purchasing refrigerators to provide cool water to the students in the campus has been initiated.</p> <p>As the problems of health issues are increasing, the management took this into consideration and planned to maintain separate medical kits in each department.</p> |
| 2 | 09.08.2018 | <p>Shortage of beds in the rest rooms. One rest room to be allotted in every floor of the campus.</p> <p>Dustbins to be placed in the corridors of every floor and wherever necessary.</p> <p>Requested to change the college timings as it is difficult for the students to start early who are coming by own transport in RTC buses and trains.</p> | 18.08.2018 | <p>It was brought to the notice of the management and extra beds will be purchased shortly. As there is no provision of extra rooms immediately to allot for the rest rooms, the management would plan for it by next academic year.</p> <p>It was brought to the notice of the manager and dustbins will be purchased and would be placed in every floor at the earliest.</p> <p>It was brought to the notice of the management, they would look into it and give their approval with respect to college timings probably by next academic year.</p> |




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| | | | | |
|---|------------|--|------------|---|
| 3 | 08.11.2018 | <p>Problems faced with flies and insects,during class time&lunch time.</p> <p>There are more mosquitoes in Rooms A05 and A06.Requested to provide some precautions to avoid them.</p> | 14.11.2018 | <p>It was brought to the notice of the management. Pest control is maintained to prevent insects, bugs and rodents from entering the college premises.</p> |
| 4 | 02.02.2019 | <p>Students from III B.tech are losing regular classes because of CCC&CRT training. They have requested to start the training sessions early in time so that they could manage both adequately.</p> <p>They have also requested to repeat the classes which they have missed.</p> <p>Requested to ensure that there will not be any network and system issues during</p> | 08.02.2019 | <p>It was brought to the notice of the management, they took this into consideration and planning to arrange the schedules accordingly to manage both academic and T&P activates.</p> <p>It was brought to the notice of the lab-in charge and Lab Technicians. The problem of network issue will be resolved with new wiring and replacement of routers with new ones if necessary very shortly.</p> |

[Handwritten Signature]

I/c Grievance Cell

[Handwritten Signature]

Principal

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Visakhapatnam-49





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website : www.vignanview.org

VIEW/Principal/Office order/2017/16(15)

Date: 18/07/2017

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Grievances Redressal Cell (GRC)".

| Sl.No | Name of the Staff | Designation | Role |
|-------|-------------------------|----------------------|---------------------|
| 1. | Dr.J.Sudhakar | Principal | Chairman |
| 2. | Prof.A.Sesha Rao | Academic Director | Member |
| 3. | Prof.S.Ram Prasad Reddy | HoD-CSE | Member |
| 4. | Mr.Ch.Ramesh Babu | I/c HoD-ECE | Member |
| 5. | Prof.K.DurgaSyam Prasad | HoD-EEE | Member |
| 6. | Mr.Hari Jyothula | HoD-IT | Member |
| 7. | Mr.V.Anandababu | HoD-MECH | Member |
| 8. | Dr.S.Ramesh | HoD-MBA | Member |
| 9. | Mr.V.Srinivasa Rao | HoD-BS&H | Member |
| 10. | Dr.T.RadhakrishnaMurty | Professor-BS&H | Member |
| 11. | Mrs.P.Vijaya Bharathi | Assoc. Professor-CSE | Member |
| 12. | Mrs.T.Sandhya Kumari | Assoc. Professor-ECE | Member |
| 13. | Mrs. K. Therissa | Assoc. Professor-EEE | Member |
| 14. | Mrs.S.Kalyani | Assoc. Professor-IT | I/c. Grievance Cell |

Functions of GRC:

1. The committee should meet once in a month.
2. Receives complaints and grievances from students.
3. The coordinator compiles the complaints received from the students and submit to the committee.
4. Three suggestion boxes are placed in all the three floors and students are supposed to drop their grievances into the boxes.
5. The boxes should be opened in the presence of Principal and I/c. of the Grievance Cell.

Term : Two years and shall continue to be in force until reconstruction.

Meetings : The meeting may be scheduled as and when necessary.

Copy to: All HoDs


ECE


EEE


CSE


IT


ME


MBA


BS&H


PRINCIPAL

Coordinator:  Office Copy: 



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

(Approved by AICTE & Affiliated to JNT University, Kakinada) Estd. 2008

ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution

Kapujaggarajupeta, VSEZ (Post), Visakhapatnam-530 049, Andhra Pradesh, India

Phone : 9133300357, 8886066339 :: Fax : 0891-2010485

E-mail : view.office2008@gmail.com, viewprincipal@gmail.com

website : www.vignanview.org

VIEW/GRC/Cir/2017-18/01

Date: 28/07/2017

CIRCULAR

The Grievances and Redressal Cell Meeting for the Academic year 2017-2018 has been planned to conduct on 3rd August 2017, Thursday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Air conditioners in the computer labs.
3. Proper facility of drinking water.
4. Maintenance of washrooms.
5. Provide mirror in the washrooms.

PRINCIPAL

| Sl. No | Name of the Committee Member | Designation | Position | Signature |
|--------|------------------------------|-------------------------|---------------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Prof. S.Ram Prasad Reddy | HoD-CSE | Member | |
| 4. | Mr. Ch. Ramesh Babu | I/c HoD-ECE | Member | |
| 5. | Prof. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Mr.Hari Jyothula | HoD-IT | Member | |
| 7. | Mr. V. Ananda Babu | HoD-MECH | Member | |
| 8. | Dr. S.Ramesh | HoD-MBA | Member | |
| 9. | Mr.V.Srinivasa Rao | HoD-BS&H | Member | |
| 10. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 11. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 12. | Mrs. K. Therissa | Associate Professor-EEE | Member | |
| 13. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |



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VIEW/GRC/MOM/2017-18/01

Date: 03/08/2017

MINUTES OF GRIEVANCES AND REDRESSAL CELL(GRC) COMMITTEE MEETING

The Grievances and Redressal Cell committee meeting for the academic year 2017-18 was held on 3rd August 2017, Thursday at 2pm at Principal's Cabin, Vignan's Institute of Engineering for women, Visakhapatnam. The following members attended the meeting:

| Sl. No | Name of the staff | Position |
|--------|---------------------------|---------------------|
| 1. | Dr. J. Sudhakar | Chairman |
| 2. | Prof. A. Sessa Rao | Member |
| 3. | Prof S.Ram Prasad Reddy | Member |
| 4. | Mr. Ch. Ramesh Babu | Member |
| 5. | Prof. K. DurgaSyam Prasad | Member |
| 6. | Mr. Hari Jyothula | Member |
| 7. | Mr. V. Anandhababu | Member |
| 8. | Dr. S. Ramesh | Member |
| 9. | Mr. V. Srinivasa Rao | Member |
| 10. | Dr. T. RadhaKrishnaMurty | Member |
| 11. | Mrs. P. VijayaBharathi | Member |
| 12. | Mrs. T. Sandhya Kumari | Member |
| 13. | Mrs. S. Kalyani | I/C. Grievance Cell |

Minutes of meeting:

1. Action taken on previous minutes of the meeting

| Agenda Point | Action taken |
|--|--|
| 1.1 Frequent change of classrooms in the timetable. | Now a days, classes are conducted in a single classroom. |
| 1.2 Request for hostel facility to be moved into the campus. | This request was conveyed to the management. |



[Signature]
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2. Air conditioners in the computer labs

Students have requested to provide air conditioners in the computer lab as they are not able to do their programming properly because the processor used to trip owing to heavy heating. Therefore, it is proposed to provide air conditioners in the computer labs.

3. Proper facility of drinking water

Students have requested to enhance the drinking water facility as sometimes it is difficult for them to fill water from one place. Therefore, it is proposed to provide extra drinking water tap in each floor with proper water drainage facility.

4. Maintenance of washrooms

Students have raised the issue that washrooms are not cleaned properly every day. Therefore, it is decided to check the condition of the washroom every day whether this is properly cleaned with phenol or not.

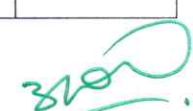
5. Provide mirror in the washrooms

Students have requested to provide mirror in the washrooms. That request is accepted by the Principal. Mirror will be provided very soon.

The principal proposed the tentative date of next meeting during the month of December 2017. The meeting was conducted with vote of thanks by the principal.

| Sl. No | Name of Committee Member | Designation | Position | Signature |
|--------|-----------------------------|--------------------------|---------------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sesha Rao | Academic Director | Member | |
| 3. | Prof. S. Ram Prasad Reddy | HoD-CSE | Member | |
| 4. | Mr. Ch. Ramesh Babu | I/C HoD-ECE | Member | |
| 5. | Prof. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Mr. Hari Jyothula | HoD-IT | Member | |
| 7. | Mr. V. Anandababu | HoD-MECH | Member | |
| 8. | Dr. S. Ramesh | HoD-MBA | Member | |
| 9. | Mr. V. Srinivasa Rao | HoD- BS&H | Member | |
| 10. | Dr. T. Radha Krishna Murthy | Professor-BS&H | Member | |
| 11. | Mr. P. Vijaya Bharathi | Associate Professor, CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Dr. K. Jyotshna | Associate Professor- | Member | |
| 13. | Mrs. K. Therissa | Associate Professor-EEE | Member | |
| 14. | Mrs. S. Kalyani | Associate Professor-IT | I/C. Grievance Cell | |




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Date: 09.08.2017

Complaints received by the Grievances Redressal Committee

1. No Air conditioners in the computer labs.
2. Students Violating the dress code in the College Premises.
3. Maintenance of wash rooms. ✓

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It was already brought to the notice of the management, because all the A/c machines were damaged in Hud-Hud cyclone. The Management has planned to provide the same and the work is in progress. Probably would be completed during the summer
2. The students were counseled to strictly follow the formal dress code in the college campus. Parents were also being informed regarding the same.
3. The issue is reported to the office manager and it would be resolved. washrooms are cleaned periodically every one hour and planned to change the flooring of all the washrooms with new tiles.



I/c Grievance Cell



Principal

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Date: 09.11.2017

Complaints received by the Grievances Redressal Committee

1. Frequent change of the class rooms in the time table.
2. Request for Hostel facility to be moved into the campus.
3. Students using Smart phones within the campus.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It was already brought to the notice of the management and necessary action is taken. Newly constructed classrooms would be handed over by the next academic calendar.
2. It was brought to the notice of management and proposal of constructing a hostel building within the campus will be initiated by the next academic Year
3. Strictly warned to avoid smart phones in the campus and faculty are deputed to monitor and check the students periodically in the classrooms


I/c Grievance Cell





Principal
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VIEW/GRC/Cir/2017-18/02

Date: 15/12/2017

CIRCULAR

The Grievances and Redressal Cell Meeting for the Academic year 2017-2018 has been planned to conduct on 20th December 2017, Wednesday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting.
2. Frequent change of classrooms in the timetable.
3. Request for hostel facility to be moved into the campus.
4. College buses are not coming in right time.
5. Request to provide additional buses.

PRINCIPAL

| Sl. No | Name of the Committee Member | Designation | Position | Signature |
|--------|------------------------------|-------------------------|---------------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sessa Rao | Academic Director | Member | |
| 3. | Prof. S.Ram Prasad Reddy | HoD-CSE | Member | |
| 4. | Mr. Ch. Ramesh Babu | I/c HoD-ECE | Member | |
| 5. | Prof. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Mr.Hari Jyothula | HoD-IT | Member | |
| 7. | Mr. V. Ananda Babu | HoD-MECH | Member | |
| 8. | Dr. S.Ramesh | HoD-MBA | Member | |
| 9. | Mr.V.Srinivasa Rao | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Mrs. K. Therissa | Associate Professor-EEE | Member | |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |



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VIEW/GRC/MoM/2017-18/02

Date: 23/12/2017

MINUTES OF GRIEVANCES AND REDRESSAL CELL(GRC) COMMITTEE MEETING

The Grievances and Redressal Cell committee meeting for the academic year 2017-18 was held on 20th December 2017 during 2pm at **Principal's Cabin**, Vignan's Institute of Engineering for women, Visakhapatnam. The following members attended the meeting:

| Sl. No | Name of Committee Member | Position |
|--------|--------------------------|----------------|
| 1. | Dr. J. Sudhakar | Chairman |
| 2. | Prof. A. Sessa Rao | Member |
| 3. | Prof S.Ram Prasad Reddy | Member |
| 4. | Prof.K.Durga Syam Prasad | Member |
| 5. | Mr. Hari Jyothula | Member |
| 6. | Mr. V. Anandababu | Member |
| 7. | Dr. S. Ramesh | Member |
| 8. | Mr. V. Srinivasa Rao | Member |
| 9. | Mrs. P.Vijaya Bharathi | Member |
| 10. | Mrs. T. Sandhya Kumari | Member |
| 11. | Mrs. S. Kalyani | I/C. Grievance |

Minutes of meeting:

1. Action taken on previous minutes of the meeting

| Agenda Point | Action taken |
|---|---|
| 1.1.Air conditioners in the computer labs | It was already brought to the notice of the management. Management understood the fact and AC installation is under process in computer labs. |
| 1.2.Proper facility of drinking water | Extra drinking water tap has been provided beside the regular water tap in each floor. |
| 1.3.Maintainance of washrooms | Washrooms are cleaned properly in a regular basis. |
| 1.4.Provide mirror in the washrooms | Mirrors have been provided in the washrooms. |




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2. Frequent change of classrooms in the time table

Students are finding it difficult to move from one classroom to another classroom during one time table. That's why students have requested to conduct the classes in a single classroom. Therefore, it is proposed to instruct all the departments to conduct classes in a single classroom.

3. Request for hostel facility to be moved into the campus

Students have requested to provide hostel facility in the college campus. Because, some of the college students stay around 40 KM away from college. It is very difficult for them to travel regularly. Therefore, it is proposed to convey this request to the management.

4. College buses are not coming in right time

Students have raised the issue that college buses are not coming in right time. Consequently, students are being late in the classes or sometimes missed buses. Therefore, it is decided to convey this issue to the transport manager of the college.

5. Request to provide additional buses

Students have requested to provide additional college buses as nowadays there is shortage of sitting place in the bus. Therefore, it is proposed to convey this request to the transport manager of the college.

The Principal proposed the tentative date of next meeting during the month of April 2018. The meeting was concluded with vote of thanks by the Principal.

| Sl. No. | Name of Committee Member | Designation | Position | Signature |
|---------|----------------------------|-------------------|----------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof.A.Sesha Rao | Academic Director | Member | |
| 3. | Prof.S.Ram Prasad Reddy | HoD-CSE | Member | |
| 4. | Mr.Ch. Ramesh Babu | I/c HOD-ECE | Member | |
| 5. | Prof. K. Durga Syam Prasad | HoD-EEE | Member | |
| 6. | Mr.Hari Jyothula | HoD-IT | Member | |
| 7. | Mr.V.Anandababu | HoD-MECH | Member | |
| 8. | Dr.S.Ramesh | HoD-MBA | Member | |
| 9. | Mr.V.Srinivasa Rao | HoD-BS&H | Member | |



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|-----|----------------------------|-------------------------|---------------------------|--|
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Mrs. K. Therissa | Associate Professor-EEE | Member | |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |




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VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN::VISAKHAPATNAM

Date: 09.02.2018

Complaints received by the Grievances Redressal Committee

1. Request to provide a spacious canteen with all the required amenities.
2. Request for additional buses as the buses being overloaded and no proper seating facility.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

- 1 It was already brought to the notice of the management and necessary action is taken. Newly constructed canteen would be handed over by the next academic calendar.
- 2 It is taken into consideration and the management is resolving the issue. Discussed with the transport manager to provide additional buses for the next Academic Year.


I/c Grievance Cell





Principal
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VIEW/GRC/Cir/2017-18/03

Date: 07/03/2018

CIRCULAR

The Grievances and Redressal Cell Meeting for the Academic year 2017-2018 has been planned to conduct on 12th March 2018, Monday at 2pm. All the members of Grievances and Redressal Cell Committee are here by informed to attend the meeting.

Venue: Principal's Cabin

Agenda:

1. Action taken on previous minutes of the meeting
2. Change the blackboard of IV ME classroom
3. Maintenance of medical kit for the students in every department
4. Placement of dustbins in the corridor of each floor in the college building
5. Shortage of beds in the rest room

PRINCIPAL

| Sl. No | Name of the Committee Member | Designation | Position | Signature |
|--------|------------------------------|-------------------------|---------------------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof. A. Sesha Rao | Academic Director | Member | |
| 3. | Prof. S.Ram Prasad Reddy | HoD-CSE | Member | |
| 4. | Mr. Ch. Ramesh Babu | I/c HoD-ECE | Member | |
| 5. | Prof. K. DurgaSyam Prasad | HoD-EEE | Member | |
| 6. | Mr.Hari Jyothula | HoD-IT | Member | |
| 7. | Mr. V. Anandababu | HoD-MECH | Member | |
| 8. | Dr. S.Ramesh | HoD-MBA | Member | |
| 9. | Mr.V.Srinivasa Rao | HoD-BS&H | Member | |
| 10. | Dr. T. RadhaKrishna Murthy | Professor-BS&H | Member | |
| 11. | Mrs. P. Vijaya Bharathi | Associate Professor-CSE | Member | |
| 12. | Mrs. T. Sandhya Kumari | Associate Professor-ECE | Member | |
| 13. | Mrs. K. Therissa | Associate Professor-EEE | Member | |
| 14. | Mrs. S. Kalyani | Assistant Professor-IT | I/C. Grievance Cell | |



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VIEW/GRC/MoM/2017-18/03

Date: 14/03/2018

MINUTES OF GRIEVANCES AND REDRESSAL CELL (GRC) COMMITTEE MEETING

The Grievances and Redressal Cell Committee Meeting for the Academic Year 2017-18 was held on 12th March 2018 during 2pm at **Principal's Cabin**, Vignan's Institute of Engineering for Women, Visakhapatnam. The following members attended the meeting:

| Sl.No | Name of Committee Member | Position |
|-------|----------------------------|---------------------|
| 1. | Dr. J Sudhakar | Chairman |
| 2. | Prof.A.Sesha Rao | Member |
| 3. | Mr.Ch. Ramesh Babu | Member |
| 4. | Prof. K. Durga Syam Prasad | Member |
| 5. | Mr.V.Anandababu | Member |
| 6. | Dr.S.Ramesh | Member |
| 7. | Mr.V.Srinivasa Rao | Member |
| 8. | Dr. T. Radhakrishna | Member |
| 9. | Mrs. P. Vijaya Bharathi | Member |
| 10. | Mrs. T. Sandhya Kumari | Member |
| 11. | Mrs. K. Therissa | Member |
| 12. | Mrs. S. Kalyani | I/c. Grievance Cell |

Minutes of the Meeting:

1. Action taken on previous minutes of the meeting

| Agenda point | Action taken |
|--|---|
| 1.1. Frequent change of classrooms in the time table | Nowadays classes are conducted in a single classroom. |
| 1.2. Request for hostel facility to be moved into the campus | This request was conveyed to the management. |
| 1.3. College buses are not coming in right time | Nowadays college buses are coming on time. |
| 1.4. Request to provide additional buses | Additional two buses will be provided from the next semester onwards. |



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2. Change the blackboard of IV ME classroom

IV-ME Students have requested to change the blackboard of the classroom as it has come to a ragged situation now, which makes nothing visible clearly to the students. Therefore, in the meeting it is decided to replace the old blackboard with new black board.

3. Maintenance of medical kit for the students in every department

Nowadays during emergency situation sometimes some medicines and ointments are found to be missing from the medical kit. That's why students have requested to maintain the medical kit properly in every department. Thus, it is decided to maintain the medical kit properly in every department.

4. Placement of dustbins in the corridor of each floor in the college building

Students have requested to place minimum 4-5 dustbins in the corridor of each floor in the college building to ensure the cleanliness. The Principal highly appreciated students concern and promise to provide dustbins as soon as possible.

5. Shortage of beds in the rest room

Students have requested to provide extra beds in the restroom. Sometimes because of bed shortage suddenly-fallen sick students are not able to take rest properly. Therefore, it is decided to provide extra 10 beds in the rest room.

The Principal proposed the tentative date of next meeting during the month of July 2018. The meeting was concluded with vote of thanks by the Principal.

| Sl.No | Name of Committee Member | Designation | Position | Signature |
|-------|----------------------------|-------------------|----------|-----------|
| 1. | Dr. J. Sudhakar | Principal | Chairman | |
| 2. | Prof.A.Sesha Rao | Academic Director | Member | |
| 3. | Prof.S.Ram Prasad Reddy | HoD-CSE | Member | |
| 4. | Mr.Ch. Ramesh Babu | I/c HOD-ECE | Member | |
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| 6. | Mr.Hari Jyothula | HoD-IT | Member | |
| 7. | Mr.V.Anandababu | HoD-MECH | Member | |
| 8. | Dr.S.Ramesh | HoD-MBA | Member | |
| 9. | Mr.V.Srinivasa Rao | HoD-BS&H | Member | |
| 10. | Dr. T. Radhakrishna Murthy | Professor-BS&H | Member | |



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Vignan's Institute of
Engineering for Women
K.J. Peta, VSEZ (P.O.),
Visakhapatnam-49

Date: 25.06.2018

Complaints received by the Grievances Redressal Committee


1. Requested for freezing water machines to have cool water in the campus.
2. Requested to maintain medical kit for the students in every department individually.

As per the committee recommendations and with the discussions of the management, the following tasks are completed.

1. It was brought to the notice of the management and proposal of purchasing refrigerators to provide cool water to the students in the campus has been initiated.
2. As the problems of health issues are increasing, the management took this into consideration and planned to maintain separate medical kits in each department


I/c Grievance Cell




Principal
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Action Taken by Grievances and Redressal Committee
for the Academic Year 2017 – 2018

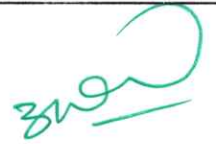
| S.No. | Date of appeal | Complaint received | Date of redressal | Action taken |
|-------|----------------|--|-------------------|---|
| 1 | 09.08.2017 | No Air conditioners in the computer labs. Students Violating dress code in the College Premises. Maintenance of wash rooms. | 18.08.2017 | It was already brought to the notice of the management, because all the A/c machines were damaged in Hud-Hud cyclone. The Management has planned to provide the same and the work is in progress. Probably would be completed during the summer. The students were counseled to strictly follow the formal dress code in the college campus. Parents were also being informed regarding the same. The issue is reported to the office manager and it would be resolved. Washrooms are cleaned periodically every one hour and planned to change the flooring of all the washrooms with new tiles. |
| 2 | 09.11.2017 | Request for Hostel facility to be moved into the campus. Students using Smart phones within the campus Frequent change of the class rooms in the time table. | 17.11.2017 | It was brought to the notice of management and proposal of constructing a hostel building within the campus has been initiated. Strictly warned to avoid smart phones in the campus and faculty are deputed to monitor and check the students periodically classrooms. It was already brought to the notice of the management and necessary action is taken Newly constructed classrooms would be handed over by the next academic calendar. |
| 3 | 09.02.2018 | Request to provide a spacious canteen | 12.02.2018 | It was already brought to the notice of the management and necessary action is taken. Newly constructed canteen |



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| | <p>with all the required amenities.</p> <p>Request for additional buses as the buses being overloaded and no proper seating facility.</p> | | <p>would be handed over by the next academic calendar.</p> <p>It is taken into consideration and the management is resolving the issues. Discussed with the transport manger to provide additional buses for the next Academic Year.</p> |
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