

### RE-CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

As per the rules and regulations addressed by the AICTE / UGC / SPPU, for student or other stake holders in a Technical Institution, "Grievance Redressal Committee" of SRINIVASA INSTITUTE OF MANAGEMENT STUDIES, has been constituted GRIEVANCE REDRESSAL COMMITTEE to enquire the nature and extent of grievance.

#### **OBJECTIVES OF THE COMMITTEE**

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the

#### **FUNCTIONS:**

- The students can lodge the complaints.
- Complaints and suggestion box have been installed in the college campus, Suggestions and complaints can be given in writing or through e-mail.
- The complaints and suggestions relating to improving academics and administration of the college are encouraged.

#### **ROLES & RESPONSIBILITIES:**

- Create awareness on functioning of grievance cell among students and faculty.
- Review and resolve the reported grievances immediately.
- Documentation of all grievances in order to monitor the mechanism of grievance cell.
- Interacts with student coordinators of Grievance and Redressal Committee (GRC) from time to time for updating of issues (if any).
- To record all online and off line grievances, summarize annually resolution of grievance
- The cell formally will review all cases and will prepare reports about the cases received.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

**ORDERS:** With reference to the subject cited, the Principal, Srinivasa Institute of Management Studies (SIMS) is pleased to constitute the Grievance Redressal Committee with the following members:

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR.M JAGADISH	DIRECTOR	CHAIRMAN	<i>M. Jagadish</i>
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>Jay</i>
3	SRINIVASA RAO	LIBRARIAN	MEMBER	<i>K. Srinivasa Rao</i>
4	DR.RAMESH	PHYSICAL DIRECTOR	MEMBER	<i>Ramesh</i>
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	<i>V. Pragna</i>
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	<i>Bharadwaj</i>
6	CH DEEKSHITH	MBA	STUDENT MEMBER	<i>Deekshith</i>
7	SRUTHI SRI PANDA	BBA	STUDENT MEMBER	<i>PANDA</i>
8	GORLE YASODHA	MCA	STUDENT MEMBER	<i>Yasodha</i>

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.



*M. Jagadish*

**PRINCIPAL**

Principal

Srinivasa Institute of Management Studies

P.M. Palem, Madhurawada,

Visakhapatnam - 530041

**Date: 09-02-2023**
**CIRCULAR**

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 15-02-2023, at 2:00PM , in the **principal chamber** SIMS. Hence all are requested to attend the meeting without fail.

**Meeting Agenda:**

- To discuss about complaints or grievances received from students and staff.
- Establishing anti-ragging committee for the academic year 2022-23.

**GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR.M JAGADISH	DIRECTOR	CHAIRMAN	<i>M. Jagadish</i>
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>Gaya</i>
3	SRINIVASA RAO	LIBRARIAN	MEMBER	<i>R. Srinivasa Rao</i>
4	DR.RAMESH	PHYSICAL DIRECTOR	MEMBER	<i>DR. RAMESH</i>
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	<i>v. Srijana</i>
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	<i>Bharadwaj</i>
6	CH DEEKSHITH	MBA	STUDENT MEMBER	<i>Deekshith</i>
7	SRUTHI SRI PANDA	BBA	STUDENT MEMBER	<i>Sruthi</i>
8	GORLE YASODHA	MCA	STUDENT MEMBER	<i>Yasodha</i>

**Copy to:**

1. Hod's / teaching staff
2. Anti-ragging committee/squad members
3. Circulation to students
4. Accounts office for information
5. Admin office for information
6. Office file
7. IQAC



*M. Jagadish*  
Principal  
Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

**14-02-2022**
**MINUTES OF MEETING**

NATURE OF MEETING	GRIEVANCE REDRESSAL
Venue	Principal chamber, Srinivasa Institute of Management Studies, Madhurawada
Frequency of meeting	Once in academic year
Date of Meeting	FEB 13 <sup>TH</sup> 2022
List of Members attended	Enclosed
Copies circulated to	HODs and Grievance Redressal Committee

S.no	Agenda points	Resolutions
1	To discuss about complaints or grievances received from students and staff.	The chairman of the meeting, principal called the meeting order As there were no complaints or grievances received, hence no resolutions made.
3	Establishing anti-ragging committee for the academic year 2022-23	Various committees for the academic year 2022-23 were constituted the details of the committees are as follows



*M. Jayachandran*  
**PRINCIPAL**

Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

**GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR.M JAGADISH	DIRECTOR	CHAIRMAN	M. Jagadish
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Jayal
3	SRINIVASA RAO	LIBRARIAN	MEMBER	R. Srinivasa Rao
4	DR.RAMESH	PHYSICAL DIRECTOR	MEMBER	DR. RAMESH
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	v. Srujana
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	Bharadwaj
6	CH DEEKSHITH	MBA	STUDENT MEMBER	Deekshith
7	SRUTHI SRI PANDA	BBA	STUDENT MEMBER	Sruthi
8	GORLE YASODHA	MCA	STUDENT MEMBER	Yasodha


**Principal**

Principal

Srinivasa Institute of Management Studies

P.M. Palem, Madhurawada,

Visakhapatnam - 530041

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#### **OBJECTIVES OF THE COMMITTEE**

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the

#### **FUNCTIONS:**

- The students can lodge the complaints.
- Complaints and suggestion box have been installed in the college campus, Suggestions and complaints can be given in writing or through e-mail.
- The complaints and suggestions relating to improving academics and administration of the college are encouraged.

#### **ROLES & RESPONSIBILITIES:**

- Create awareness on functioning of grievance cell among students and faculty.
- Review and resolve the reported grievances immediately.
- Documentation of all grievances in order to monitor the mechanism of grievance cell.
- Interacts with student coordinators of Grievance and Redressal Committee (GRC) from time to time for updating of issues (if any).
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- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

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2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	Jayr
3	SRINIVASA RAO	LIBRARIAN	MEMBER	R. Srinivasa Rao
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	V. Srujana ..
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	Bharadwaj
6	NAKKA SAI KUMAR	MBA	STUDENT MEMBER	N. Saikumar
7	RITIKA JINDAL	BBA	STUDENT MEMBER	Ritika
8	RAYI RAJU	MCA	STUDENT MEMBER	Raju

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.




PRINCIPAL  
Principal

Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

Date: 08-02-2022

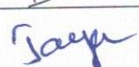
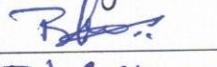
## CIRCULAR

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 13-02-2022, at 2:00PM, in the **principal chamber** SIMS. Hence all are requested to attend the meeting without fail.

## Meeting Agenda:

- To discuss about complaints or grievances received from students and staff.
- Establishing anti-ragging committee for the academic year 2021-22.

## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. B. UPENDRA	DIRECTOR	CHAIRMAN	
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4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	
6	NAKKA SAI KUMAR	MBA	STUDENT MEMBER	
7	RITIKA JINDAL	BBA	STUDENT MEMBER	
8	RAYI RAJU	MCA	STUDENT MEMBER	

## Copy to:

1. Hod's / teaching staff
2. Anti-ragging committee/squad members
3. Circulation to students
4. Accounts office for information
5. Admin office for information
6. Office file
7. IQAC


  
Principal

Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041



## MINUTES OF MEETING

NATURE OF MEETING	GRIEVANCE REDRESSAL
Venue	Principal chamber, Srinivasa Institute of Management Studies, Madhurawada
Frequency of meeting	Once in academic year
Date of Meeting	FEB 13 <sup>TH</sup> 2022
List of Members attended	Enclosed
Copies circulated to	HODs and Grievance Redressal Committee

S.no	Agenda points	Resolutions
1	To discuss about complaints or grievances received from students and staff.	The chairman of the meeting, principal called the meeting order As there were no complaints or grievances received, hence no resolutions made.
3	Establishing anti-ragging committee for the academic year 2021-22	Various committees for the academic year 2021-22 were constituted the details of the committees are as follows




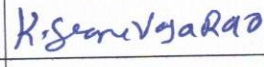
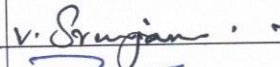
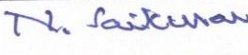
Bv


**PRINCIPAL**

Principal

Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

## GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. B. UPENDRA	DIRECTOR	CHAIRMAN	
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	
3	SRINIVASA RAO	LIBRARIAN	MEMBER	
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	
6	NAKKA SAI KUMAR	MBA	STUDENT MEMBER	
7	RITIKA JINDAL	BBA	STUDENT MEMBER	
8	RAYI RAJU	MCA	STUDENT MEMBER	


  
Principal
Principal  
Srinivasa Institute of Management Studies  
P.M. Paleru, Madhurawada,  
Visakhapatnam - 530041

**RE-CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE**

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**FUNCTIONS:**

- The students can lodge the complaints.
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- The complaints and suggestions relating to improving academics and administration of the college are encouraged.

**ROLES & RESPONSIBILITIES:**

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S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHAIK HANIEFUDIN	DIRECTOR	CHAIRMAN	<i>Haniefudin</i>
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>Bayer</i>
3	Y. RAJESH	LIBRARIAN	MEMBER	<i>Rajesh</i>
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	<i>V.Srujana</i>
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	<i>Bharadwaj</i>
6	BARLA DURGA PRADEEP	MBA	STUDENT MEMBER	<i>Pradeep</i>
7	KORADA VENKAT VARSHITH	BBA	STUDENT MEMBER	<i>Varshith</i>
8	CHAPPA MAHESH	MCA	STUDENT MEMBER	<i>Ch. Mahesh</i>

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.


**PRINCIPAL**

Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041



### CIRCULAR

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 24-02-2021, at 2:00PM , in the **principal chamber** SIMS. Hence all are requested to attend the meeting without fail.

#### Meeting Agenda:

- To discuss about complaints or grievances received from students and staff.
- Establishing anti-ragging committee for the academic year 2020-21.

#### GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHAIK HANIEFUDIN	DIRECTOR	CHAIRMAN	<i>Haniefudin</i>
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>Jayalaxmi</i>
3	Y. RAJESH	LIBRARIAN	MEMBER	<i>Rajesh Y</i>
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	<i>V. Srujana</i>
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	<i>Bharadwaj</i>
6	BARLA DURGA PRADEEP	MBA	STUDENT MEMBER	<i>Barla Durga Pradeep</i>
7	KORADA VENKAT VARSHITH	BBA	STUDENT MEMBER	<i>Varshith</i>
8	CHAPPA MAHESH	MCA	STUDENT MEMBER	<i>Ch. Mahesh</i>

#### Copy to:

1. Hod's / teaching staff
2. Anti-ragging committee/squad members
3. Circulation to students
4. Accounts office for information
5. Admin office for information
6. Office file



*Haniefudin*  
Principal

Principal

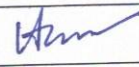

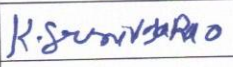
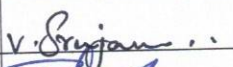
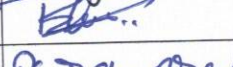
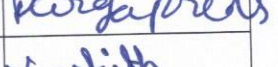
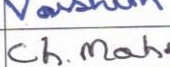
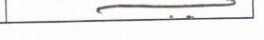
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

**25-02-2021**
**MINUTES OF MEETING**

<b>NATURE OF MEETING</b>	<b>GRIEVANCE REDRESSAL</b>
Venue	Principal chamber, Srinivasa Institute of Management Studies, Madhurawada
Frequency of meeting	Once in academic year
Date of Meeting	January 24 <sup>TH</sup> 2021
List of Members attended	Enclosed
Copies circulated to	HODs and Grievance Redressal Committee

<b>S.no</b>	<b>Agenda points</b>	<b>Resolutions</b>
<b>1</b>	To discuss about complaints or grievances received from students and staff.	The chairman of the meeting, principal called the meeting order As there were no complaints or grievances received, hence no resolutions made.
<b>3</b>	Establishing anti-ragging committee for the academic year 2020-21	Various committees for the academic year 2020-21 were constituted the details of the committees are as follows

**GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHAIK HANIEFUDIN	DIRECTOR	CHAIRMAN	
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	
3	Y. RAJESH	LIBRARIAN	MEMBER	
4	MS.V.SRUJANA	ASSISTANT PROFESSOR	MEMBER	
5	MR.K S BHARADWAJ	ASSISTANT PROFESSOR	MEMBER	
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8	CHAPPA MAHESH	MCA	STUDENT MEMBER	


  
**Principal**

 Principal  
 Srinivasa Institute of Management Studies  
 P.M. Palem, Madhurawada,  
 Visakhapatnam - 530041

Date: 19-01-2020

### RE-CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

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2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>Souja</i>
3	SRINIVASA RAO	LIBRARIAN	MEMBER	<i>K. Srinivasa Rao</i>
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	<i>U. Uma</i>
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR	MEMBER	<i>Rajasekh</i>
6	CH ASHOK KUMAR	MBA	STUDENT MEMBER	<i>Ch. Ashok</i>
7	IVATURI JAYANTH	BBA	STUDENT MEMBER	<i>Jayant</i>
8	GAJIVILLI PRASANTH	MCA	STUDENT MEMBER	<i>Prasanth</i>

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.



**PRINCIPAL**

Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

Date: 19-01-2020

### CIRCULAR

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 21-01-2020, at 2:00PM , in the **principal chamber** SIMS. Hence all are requested to attend the meeting without fail.

#### Meeting Agenda:

- To discuss about suggestions posted by students regarding 2 extra fans needed in every class rooms
- To discuss about suggestions or problems received by Parents
- Establishing anti-ragging committee for the academic year 2019-20

#### GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHEIK HANEEFUDDIN	DIRECTOR	CHAIRMAN	<i>Han</i>
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>Durga</i>
3	SRINIVASA RAO	LIBRARIAN	MEMBER	<i>K. Srinivasa Rao</i>
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	<i>Y. Uma</i>
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR	MEMBER	<i>Rajasekh</i>
6	CH ASHOK KUMAR	MBA	STUDENT MEMBER	<i>Ch. Ashok</i>
7	IVATURI JAYANTH	BBA	STUDENT MEMBER	<i>Jayanth</i>
8	GAJIVILLI PRASANTH	MCA	STUDENT MEMBER	<i>Prasanth</i>

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2. Anti-ragging committee/squad members
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5. Admin office for information
6. Office file



*Han*  
Principal

Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

22-01-2020

**MINUTES OF MEETING**

<b>NATURE OF MEETING</b>	<b>GRIEVANCE REDRESSAL</b>
Venue	Principal chamber, Srinivasa Institute of Management Studies, Madhurawada
Frequency of meeting	Once in academic year
Date of Meeting	January 21 <sup>st</sup> 2020
List of Members attended	Enclosed
Copies circulated to	HODs and Grievance Redressal Committee

<b>S.no</b>	<b>Agenda points</b>	<b>Resolutions</b>
<b>1</b>	To discuss about suggestions posted by students regarding 2 extra fans needed in every class rooms	The chairman of the meeting, principal called the meeting order  The Grievance received from the students was discussed in the Grievance Redressal Committee meeting and Chair Person of Grievance Redressal Committee gave assurance to students to provide 2 extra fans needed in every class rooms, resolved.
<b>2</b>	To discuss about suggestions or problems received by Parents	No suggestions and complaints reported from parents.
<b>3</b>	Establishing anti-ragging committee for the academic year 2019-20	Various committees for the academic year 2018-19 were constituted the details of the committees are as follows

### GRIEVANCE REDRESSAL COMMITTEE MEMBERS

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. SHEIK HANEFUDDIN	DIRECTOR	CHAIRMAN	<i>Hane</i>
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>Jayya</i>
3	SRINIVASA RAO	LIBRARIAN	MEMBER	<i>Srinivasa Rao</i>
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	<i>Uma</i>
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR	MEMBER	<i>Rajasekhara</i>
6	CH ASHOK KUMAR	MBA	STUDENT MEMBER	<i>Ch. Ashok</i>
7	IVATURI JAYANTH	BBA	STUDENT MEMBER	<i>Jayanth</i>
8	GAJIVILLI PRASANTH	MCA	STUDENT MEMBER	<i>Prasanth</i>



*Hane*  
Principal

Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

**Date: 13.11.2018**

### CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

As per the rules and regulations addressed by the AICTE / UGC / SPPU, for student or other stake holders in a Technical Institution, "Grievance Redressal Committee" of SRINIVASA INSTITUTE OF MANAGEMENT STUDIES, has been constituted GRIEVANCE REDRESSAL COMMITTEE to enquire the nature and extent of grievance.

#### **OBJECTIVES OF THE COMMITTEE**

- To formulate the policy to investigate and review complaints or grievances of students and faculties.
- To create awareness of availability of members for students and faculties to report grievances.
- To investigate the cause of grievances.
- To ensure effectual solution depending upon the gravity of the

#### **FUNCTIONS:**

- The students can lodge the complaints.
- Complaints and suggestion box have been installed in the college campus, Suggestions and complaints can be given in writing or through e-mail.
- The complaints and suggestions relating to improving academics and administration of the college are encouraged.

#### **Roles & Responsibilities:**

- Create awareness on functioning of grievance cell among students and faculty.
- Review and resolve the reported grievances immediately.
- Documentation of all grievances in order to monitor the mechanism of grievance cell.
- Interacts with student coordinators of Grievance and Redressal Committee (GRC) from time to time for updating of issues (if any).
- To record all online and off line grievances, summarize annually resolution of grievance
- The cell formally will review all cases and will prepare reports about the cases received.
- The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

**ORDERS:** With reference to the subject cited, the Principal, Srinivasa Institute of Management Studies (SIMS) is pleased to constitute the Grievance Redressal Committee with the following members:

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. S. MADHAVILATHA	DIRECTOR	CHAIRMAN	<i>[Signature]</i>
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>[Signature]</i>
3	SRINIVASA RAO	LIBRARIAN	MEMBER	<i>K. Srinivasa Rao</i>
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	<i>Y. Uma</i>
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR	MEMBER	<i>[Signature]</i>
6	SAI KIRAN REDDY	2 <sup>ND</sup> MBA	STUDENT MEMBER	<i>[Signature]</i>
7	P, V. S. S. SUDHA RANI	2 <sup>ND</sup> MCA	STUDENT MEMBER	<b>SUDHA RANI</b>
8	D. SRI LAVETI	2 <sup>ND</sup> BBA	STUDENT MEMBER	<i>[Signature]</i>
9	AADE AKSHAYA	3 <sup>RD</sup> BBA	STUDENT MEMBER	<i>Akshaya</i>

The above cited members are requested to involve wholeheartedly in the quality improvement activities of the institution and bring laurels ensuing academic year.



*[Signature]*

**PRINCIPAL**

Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

Date: 13.11.2018

**CIRCULAR**

All the members of anti ragging committee are hereby informed that the anti-ragging committee meeting will be held on 18-11-2018, at 2:00PM , in the **principal chamber** SIMS. Hence all are requested to attend the meeting without fail.

**Meeting Agenda:**

- To discuss about student grievances
- To discuss about Grievance Redressal Committee Mechanism and Regulations
- Establishing anti-ragging committee for the academic year 2018-19

**GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. S. MADHAVILATHA	DIRECTOR	CHAIRMAN	<i>[Signature]</i>
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>[Signature]</i>
3	SRINIVASA RAO	LIBRARIAN	MEMBER	<i>[Signature]</i>
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	<i>[Signature]</i>
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR	MEMBER	<i>[Signature]</i>
6	SAI KIRAN REDDY	2 <sup>ND</sup> MBA	STUDENT MEMBER	<i>[Signature]</i>
7	P, V. S. S. SUDHA RANI	2 <sup>ND</sup> MCA	STUDENT MEMBER	<b>SUDHA RANI</b>
8	D. SRI LAVETI	2 <sup>ND</sup> BBA	STUDENT MEMBER	<i>[Signature]</i>
9	AADE AKSHAYA	3 <sup>RD</sup> BBA	STUDENT MEMBER	<i>[Signature]</i>

**Copy to:**

1. Hod's / teaching staff
2. Anti-ragging committee/squad members
3. Circulation to students
4. Accounts office for information
5. Admin office for information
6. Office file



*[Signature]*  
Principal

Principal  
Srinivasa Institute of Management Studies  
P.M. Palem, Madhurawada,  
Visakhapatnam - 530041

**MINUTES OF MEETING**
**19-11-2018**

NATURE OF MEETING	GRIEVANCE REDRESSAL
Venue	Principal chamber, Srinivasa Institute of Management Studies, Madhurawada
Frequency of meeting	Once in academic year
Date of Meeting	November 18 <sup>th</sup> 2018
List of Members attended	Enclosed
Copies circulated to	HODs and Grievance Redressal Committee

S.no	Agenda points	Resolutions
1	To discuss about student/staff grievances	The chairman of the meeting, principal called the meeting order  The chairman of grievance redressal committee discussed about student/staff grievances no complaints registered
2	To discuss about Grievance Redressal Committee Mechanism and Regulations	The chairman of the committee instructed the members to monitor the students during college hours. It was also decided to create awareness about the grievances and resolutions
3	Establishing Grievance redressal committee for the academic year 2018-19	Various committees for the academic year 2018-19 were constituted the details of the committees are as follows



**GRIEVANCE REDRESSAL COMMITTEE MEMBERS**

S.NO	NAME	DESIGNATION IN COLLEGE	DESIGNATION IN COMMITTEE	SIGNATURE
1	DR. S. MADHAVILATHA	DIRECTOR	CHAIRMAN	<i>Suff</i>
2	MS. B.JAYALAKSHMI DURGA	ASSISTANT PROFESSOR	SECRETARY	<i>Dayer</i>
3	SRINIVASA RAO	LIBRARIAN	MEMBER	<i>K. Srinivasa Rao</i>
4	MRS. UMA YANDRA	ASSISTANT PROFESSOR	MEMBER	<i>Y. Uma</i>
5	MR. RAJASEKHAR BODANI	ASSISTANT PROFESSOR	MEMBER	<i>Rajasekhara</i>
6	SAI KIRAN REDDY	2 <sup>ND</sup> MBA	STUDENT MEMBER	<i>Saikiran</i>
7	P, V. S. S. SUDHA RANI	2 <sup>ND</sup> MCA	STUDENT MEMBER	<i>SUDHA Rani</i>
8	D. SRI LAVETI	2 <sup>ND</sup> BBA	STUDENT MEMBER	<i>Srilaveti</i>
9	AADE AKSHAYA	3 <sup>RD</sup> BBA	STUDENT MEMBER	<i>Akshaya</i>



*Suff*  
PRINCIPAL

Principal  
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