



SAMATA DEGREE COLLEGE

Affiliated to Andhra University & Approved by AICTE

An ISO 9001 : 2015 Certified Institution
Sector – 10, MVP Colony, Visakhapatnam – 530 017. (A.P.)



03-03-2023

Circular

This is to inform all the committee members that Grievance redressal committee meeting will be held on 10-03-2023 at 10:00 a.m. at Principal chamber to transfer the following agenda.



Director & I/C Principal

Meeting Agenda

- To discuss about student grievances
- To discuss about reconstitution of grievance redressal committee

DIRECTOR
SAMATA DEGREE COLLEGE
M.V.P. Colony, VISAKHAPATNAM-17

Copy to:

Chairman	Secretary	Committee Coordinator	Faculty member	Physical Director	Librarian



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Grievance Redressal Committee

S. No	Name	Designation in College	Position	Signature
01	Prof. G. Srinivas Rao	Director I/c & Principal	Chairman	
02	Dr. B. Rajesh Kumar	NSS Coordinator	Co-Convenor	
03	D. V. Ramana	PRO	Committee Coordinator	
04	G. Rama Krishna	Physical Director	Member	
05	M. L. Sujatha	Librarian	Member	M.L.sujatha
06	S. Aditya	Student	Member	S.Aditya
07	G. Lokesh Kumar	Student	Member	Lokesh Kumar




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Minutes of the Meeting

Nature of the meeting	Grievance redressal committee
Venue	Principal Chamber
Frequency of meet	As and when required
Date	10-03-2023
List of members attended	Copy enclosed
Copies Circulated to	Grievance committee members

Agenda Points	Details of discussion	Remarks by Members
1. To discuss about student problems	NO Problems reported	
4. To discuss about reconstitution of Grievance redressal committee	Discussed about reconstitution of grievance redressal committee	Reconstitution of Grievance redressal committee
Suggestions of the committee	All the measures must be taken to address the grievance of students and staff	



Director & I/C Principal

DIRECTOR
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17-03-2022

Circular

This is to inform all the committee members that Grievance redressal committee meeting will be held on 25-03-2022 at 12:00 p.m. at Principal chamber. All the members are requested to attend the meeting without fail.



Director & I/C Principal

'DIRECTOR
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M.V.P. Colony, VISAKHAPATNAM-17

Meeting Agenda

- To discuss about student grievances
- To discuss about reconstitution of grievance redressal committee

Copy to:

Chairman	Secretary	Committee Coordinator	Faculty member	Physical Director	Librarian



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Grievance Redressal Committee

S. No	Name	Designation in College	Position	Signature
01	Prof. G. Srinivas Rao	Director I/c & Principal	Chairman	
02	Dr. B. Rajesh Kumar	NSS Coordinator	Co-Convenor	
03	D. V. Ramana	PRO	Committee Coordinator	
04	G. Rama Krishna	Physical Director	Member	
05	M. L. Sujatha	Librarian	Member	M. L. Sujatha
06	S. Aditya	Student	Member	S. Aditya
07	G. Lokesh Kumar	Student	Member	Lokesh Kumar




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Minutes of the Meeting

Nature of the meeting	Grievance redressal committee
Venue	Principal Chamber
Frequency of meet	As and when required
Date	25-03-2022
List of members attended	Copy enclosed
Copies Circulated to	IQAC, HOD's, Grievance committee members

Agenda Points	Details of discussion	Remarks by Members
1. To discuss about student problems	NO Problems reported	
2. To discuss about reconstitution of Grievance redressal committee	Discussed about reconstitution of grievance redressal committee	Reconstitution of Grievance redressal committee
Suggestions of the committee	All the measures must be taken to address the grievance of students and staff	



Director & I/C Principal

DIRECTOR
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23-02-2020

Circular

This is to inform to all the committee members that Grievance redressal committee meeting will be held on 03-03-2020 at 11:00 Am at Principal chamber, to transfer the following agenda.



Director & I/C Principal

**DIRECTOR
SAMATA DEGREE COLLEGE
M.V.P. Colony, VISAKHAPATNAM-17**

Meeting Agenda

- To discuss about student grievances
- To discuss about reconstitution of grievance redressal committee

Copy to:

Chairman	Secretary	Committee Coordinator	Faculty member	Physical Director	Librarian



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Grievance Redressal Committee

S.No	Name	Designation in College	Position	Signature
1	Prof G Srinivas Rao	Director	Chairman	
2	Dr B Rajesh Kumar	NSS Coordinator	Sec	
3	D V Ramana	PRO	Committee Coordinator	
4	Mr. G Rama Krishna	Physical Director	Member	
5	Mrs. Sujatha	Librarian	Member	M.L. Sujatha
6	M Sai Sagar	Student	Member	M. Sai Sagar
7	Altaf Ahmad	Student	Member	A. Ahmad
8	S. bhavana	Student	Member	S. bhavana
9	V. Geethika	Student	Member	V. Geethika
10	M.G. Sreelekha	Student	Member	M.G. Sreelekha




DIRECTOR
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Minutes of Meeting

Nature of the meeting	Grievance redressal committee
Venue	Principal's Chamber
Frequency of meet	As and when required
Date	03-03-2020
List of members attended	Copy enclosed
Copies Circulated to	Grievance committee members

Agenda Points	Details of discussion	Remarks by Members
1. To discuss about student problems	No Problems reported	
2. To discuss about reconstitution of Grievance redressal Committee	Discussed about reconstitution of grievance redressal committee	Reconstitution of Grievance redressal committee
Suggestion of the committee	All the measures must be taken to address the grievance of students and staff	



Director & I/C Principal

DIRECTOR
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02-08-2018

Circular







This is to inform to all the committee members that Grievance redressal committee meeting will be held on 09-08-2018 at 11:00 Am at Principal chamber, to transfer the following agenda.



Meeting Agenda

- To discuss about student grievances
- To discuss about reconstitution of grievance redressal committee

Copy to:

					
Chairman	Secretary	Committee Coordinator	Faculty member	Physical Director	Librarian



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Minutes of the Meeting

Nature of the meeting	Grievance redressal committee
Venue	Principal Chamber
Frequency of meet	As and when required
Date	09-08-2018
List of members attended	Copy enclosed
Copies Circulated to	Grievance committee members

Agenda Points	Details of discussion	Remarks by Members
1. To discuss about student problems	No Problems reported	
2. To discuss about reconstitution of Grievance redressal committee	Discussed about reconstitution of grievance redressal committee	Reconstitution of Grievance redressal committee
Suggestions of the committee	All the measures must be taken to address the grievance of students and staff	



B.N.C.
Director & I/C Principal

DIRECTOR
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Grievance Redressal Committee

S.No	Name	Designation in College	Position	Signature
1	Prof B Murali Krishna	Director	Chairman	
2	Dr B Rajesh Kumar	NSS Coordinator	Sec	
3	D V Ramana	PRO	Committee Coordinator	
4	Mr. G Venkateswara Rao	Physical Director	Member	
5	Mr. Ganga Raju	Librarian	Member	
6	M Sai Sagar	Student	Member	
7	Altaf Ahmad	Student	Member	
8	S. bhavana	Student	Member	
9	V. Geethika	Student	Member	
10	M.G. Sreelekha	Student	Member	



Director & I/C Principal

DIRECTOR
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GRIEVANCE REDRESSAL COMMITTEE

Students Grievance redressal Committee has been constituted to redress the grievances and complaints of the students. The Committee looks into complaints lodged by any student and judge its merits.

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 redressal committee (GRC) from time to time for updating the issues.
- To record all online and offline grievances, summarize annual resolution of grievances.
- The cell formally will review all cases and will prepare reports about the cases received. The cell will give reports to the higher authority about the cases attended to and the number of pending cases if any, which require direction and guidance from higher authorities.
- The principal shall determine the composition and tenures of the Grievance Redressal Committee is for two years.



B.M.C.

Director & I/C Principal

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List of Grievances Recieved

Academic Year: 2022-23.

SNO	Grievance/Suggestions Recieved	Action Taken	Time of Action
01	To Increase the sports kit Items in sports room.	The grievances recieved from the students was discussed in the Grievance Redressal Committee meeting held on 10-03-2023 and as per the discussion in the meeting Chairman has informed to prepare the indent by collecting from students and he has given an assurance that he will discuss with the management and will approve the indent.	05 Days



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Signatures of Grievances Redressal Committee Members:

Academic Year: 2022-23.

SNO	Name of the Person	Designation in college	Position at GRC	Signature
01	Prof. G.Srinivasa Rao	Director & I/C Principal	Chairman	
02	Dr. B.Rajesh Kumar	NSS Coordinator	Secretary	
03	M.L.Sujatha	Librarian	Member	M.L. Sujatha
04	G.Rama Krishna	Physical Director	Member	
05	D.V Ramana	P.R.O	Member	
06	S. Aditya	Student	Member	S. Aditya
07	G. Lokesh Kumar	Student	Member	Lokesh Kumar
08	A.Bharath	Student	Member	A. Bharath




Director & I/C Principal

DIRECTOR
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List of Grievances Recieved

Academic Year: 2021-22.

SNO	Grievance/Suggestions Recieved	Action Taken	Time of Action
01	To provide two wheeler parking Facility for students vehicles.	The grievances recieved from the students was discussed in the Grievance Redressal Committee meeting held on 25-03-2022 and as per the discussion in the meeting Chairman informed to physical Director to arrange parking facility near the college grounds wth in a week.	06 Days



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Signatures of Grievances Redressal Committee Members:

Academic Year: 2021-22.

SNO	Name of the Person	Designation in college	Position at GRC	Signature
01	Prof. G.Srinivasa Rao	Director & I/C Principal	Chairman	
02	Dr. B.Rajesh Kumar	NSS Coordinator	Secretary	
03	M.L.Sujatha	Librarian	Member	
04	G.Rama Krishna	Physical Director	Member	
05	D.V Ramana	P.R.O	Member	
06	S. Aditya	Student	Member	
07	G. Lokesh Kumar	Student	Member	
08	A. Bharath	Student	Member	




Director & I/C Principal

DIRECTOR
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List of Grievances Recieved

Academic Year: 2019-20.

SNO	Grievance/Suggestions Recieved	Action Taken	Time of Action
01	To provide Continuous water supply in wash rooms	The grievances recieved from the students was discussed in the Grievance Redressal Committee meeting held on 17-07-2019 and as per the discussion in the meeting Dr.B.Rajesh Kumar, Secretary of GRC has given assurance to members of GRC that the problem will be solved with in 5 days.	04 Days



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Signatures of Grievances Redressal Committee Members:

Academic Year: 2019-20.

SNO	Name of the Person	Designation in college	Position at GRC	Signature
01	Prof. G.Srinivasa Rao	Director	Chairman	
02	Dr. B.Rajesh Kumar	NSS Coordinator	Secretary	
03	M.L.Sujatha	Librarian	Member	
04	G.Venkateswar Rao	Physical Director	Member	
05	D.V Ramana	P.R.O	Member	
06	M.Sagar Sai	Student	Member	M. Sagar Sai
07	S.Bhavana	Student	Member	S. Bhavana
08	V.Geethika	Student	Member	V. Geethika
09	Altaf Ahmed	Student	Member	A. Ahmed



Director & I/C Principal

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List of Grievances Recieved

Academic Year: 2018-19.

SNO	Grievance/Suggestions Recieved	Action Taken	Time of Action
01	Regarding the need of extra Fans in four class rooms.	The grievances recieved from the students was discussed in the Grievance Redressal Committee meeting held on 09-08-2018 and as per the instructions of Chairperson of GRC 01 extra fan was provided in four class rooms each.	05 Days



B.M.C.

Director & I/C Principal

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Signatures of Grievances Redressal Committee Members:

Academic Year: 2018-19.

SNO	Name of the Person	Designation in college	Position at GRC	Signature
01	Prof. B.Murali Krishna	Director	Chairman	B.N.L.
02	Dr. B.Rajesh Kumar	NSS Coordinator	Secretary	B.R.K.
03	M.L.Sujatha	Librarian	Member	mls
04	G.Venkateswar Rao	Physical Director	Member	gvr
05	D.V Ramana	P.R.O	Member	D.V.R.
06	M.Sagar Sai	Student	Member	M. Sagar Sai.
07	S.Bhavana	Student	Member	S. Bhavana.
08	V.Geethika	Student	Member	V. Geethika
09	Altaf Ahmed	Student	Member	A. Ahmed



B.N.L.
Director & I/C Principal

DIRECTOR
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