



Appointment Letter of Grievance Redressal Cell Members

From

DATE: 05-09-2023

PRINCIPAL

Prakasam Engineering College
Kandukur]

Subject: Appointment of Members to Grievance Redressal Cell

Dear Sir/Madam,

With reference to the need for strengthening collaboration between our institution and various industries, it is hereby informed that an *Grievance Redressal Cell* is being constituted to promote interaction, innovation, skill development, and industry-oriented learning among students.

In this regard, you are hereby appointed as a member of the *Grievance Redressal Cell* with immediate effect. The composition of the cell is as follows:

S.No	Name of the Faculty	Designation	Role
1.	Dr.Ch. Ravi Kumar	Principal	Chairman
2.	Mr.M Nikhil	Assistant Professor	Convener
3.	Dr. G. Prasad	Dean - Student Affairs	Co-Convener
4	Dr G. Suresh	HOD, ECE	Member
5	Dr. SK.Meera Shareef	HOD, EEE	Member
6	Dr.K. Subba Reddy	HOD, CSE(AI)	Member
7	Dr. SK.Suriya Shihab	HOD, S&H	Member
8	Dr K. Singaiah	HOD, MECH	Member
9	Dr R.V.S Raghava Sarma	HOD, CIVIL	Member
10	Dr. K. Lakshmi Pavani	HOD, MBA	Member
11.	Mr. D. Kondala Rao	AO	Member
12	Mrs. G. Harini	Student Representative	Member
13	Mrs. Ch. Indu Sree	Student Representative	Member
14	Mr. P. NagaRaju	Student Representative	Member
15	Mr. K. Sai Srinivas	Student Representative	Member

The roles and responsibilities of the Grievance Redressal Cell include:

- Addressing grievances related to academic and non-academic matters
- Ensuring fair, unbiased, and confidential handling of complaints
- Participating in periodic meetings of the cell
- Assisting in the resolution and documentation of grievances
- Recommending corrective actions to the management



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PRAKASAM
ENGINEERING COLLEGE
AUTONOMOUS

Your contribution will play a significant role in maintaining a safe, supportive, and grievance-free campus environment.

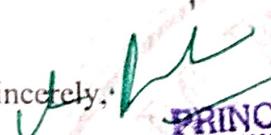
This appointment is valid until the end of this academic year and next Two AYs.

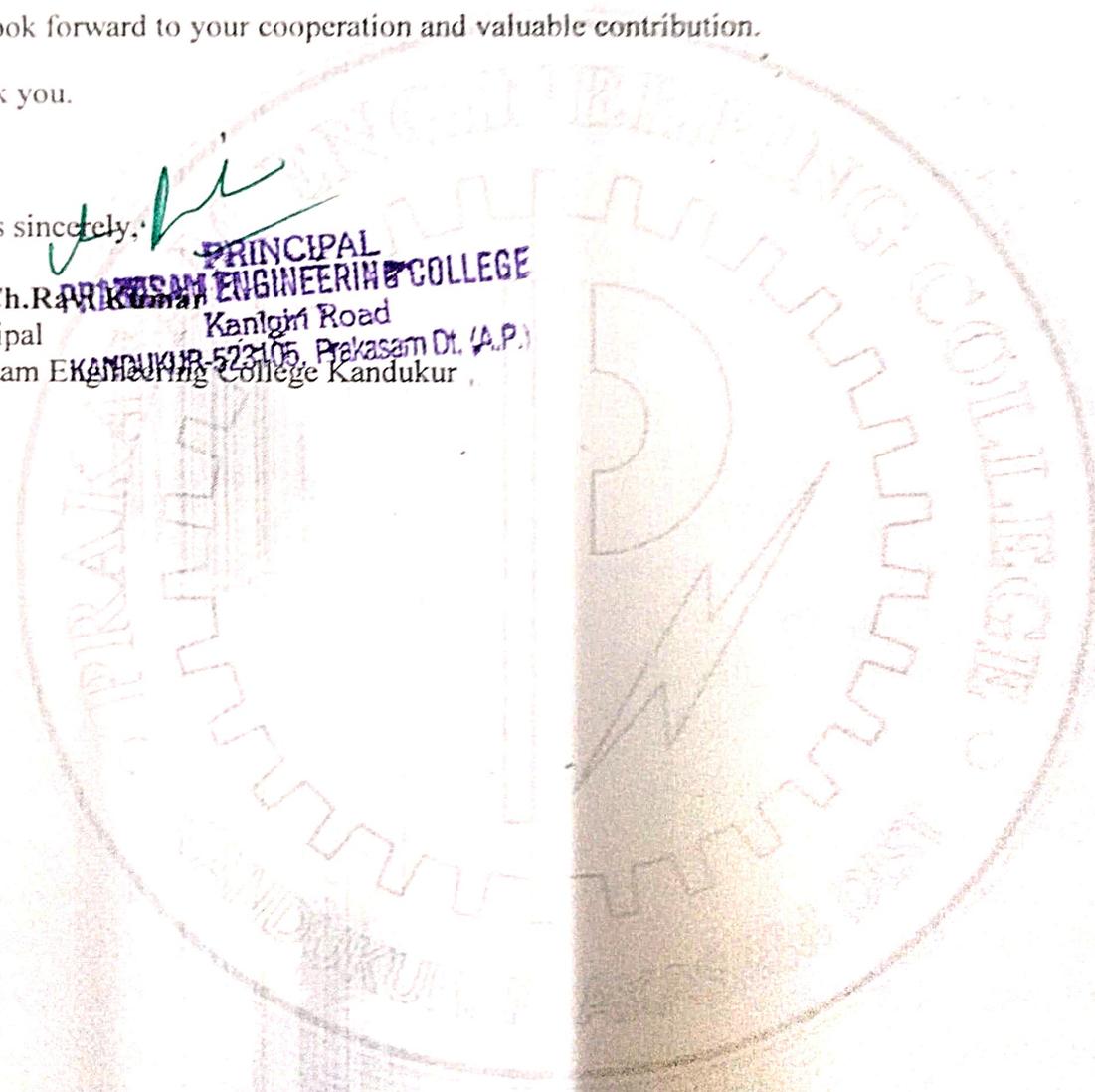
You are requested to actively participate and contribute towards achieving the objectives of the cell.

We look forward to your cooperation and valuable contribution.

Thank you.

Yours sincerely,


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Grievance Redressal Cell

A Grievance Redressal Cell is functioning in the Institution as per UGC norms and modified and updated from time to time. Currently Grievance Redressal Cell of the Institution function as per F.No.14-4/2012 (CPP) of October 2018. The cell functions to look into the grievances lodged by any student. Students may approach the cell to voice their grievances regarding academic matters, health services, library, and other services. Any form of discontent or dissatisfaction on the part of the students can be informed to the cell. The Grievance cell also looks into matters of harassment. Anyone with a genuine grievance may approach the Convenor or staff in charge of the Grievance cell. Grievances may also be sent through e-mail to the Convenor of the Grievance Cell. The cell then redresses the grievances promptly and judiciously. As a result of this mechanism, the institute has a pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.

The Members of The Cell Are:

- Chairman: Principal
- Convener cum secretary:
- Staff Advisor
- Staff in charge of the Grievance Redressal Cell
- College Office representative
- Student Representative: Member from the College Union
- All the members are appointed by the Principal.
- Tenure of the Cell is for 2 years.



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Procedure

The students and the staff can voice their grievances in the written form. On the receipt of complaint, it is referred to Grievance Redressal Committee and is resolved immediately. If they don't get their grievance redressed by the grievance redressal cell they can approach the management of the Institution and even if there it is not addressed they can approach the University Grievance Redressal Cell.

Objectives

The main objective of the Grievance Redressal Cell is to promote and maintain a conducive and harmonious educational environment among the students. The Grievance Cell is constituted for the redressal of the problems reported by the stake holders of the College.

This is with the following objectives in mind:

- Grievance cell is formed in order to keep the healthy working atmosphere amongst staff, students and other stake holders.
- This cell helps Students to record their complaints and solve their problems related to academics, resources and personal grievances freely and frankly without any fear of victimization.
- To keep the dignity of the college high by ensuring conflict free atmosphere in the college by promoting healthy student-teacher relationship.
- To ensure effective solution to the student grievances with an impartial and fair approach.
- To help students of the college to respect each other and develop tolerance whenever any occasion of conflict arises.





- Ragging in any form is strictly prohibited in and outside the institution. Any violation of anti-ragging and disciplinary rules should be urgently brought to the notice.
- Woman Harassment complaints and Ragging complaints will be handled as per UGC Regulations 2009 given in the institutional hand book and calendar.

Scope

The cell will deal with Grievances received in written form the students about any of the following matters:

- **Academic Matters:** Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- **Financial matters:** Related to dues and payments for various items from library, hostels fees etc.
- **Other Matters:** Related to certain misgivings about conditions of sanitation, quality of food in hostel, availability of transport, victimization by teachers etc.

Function

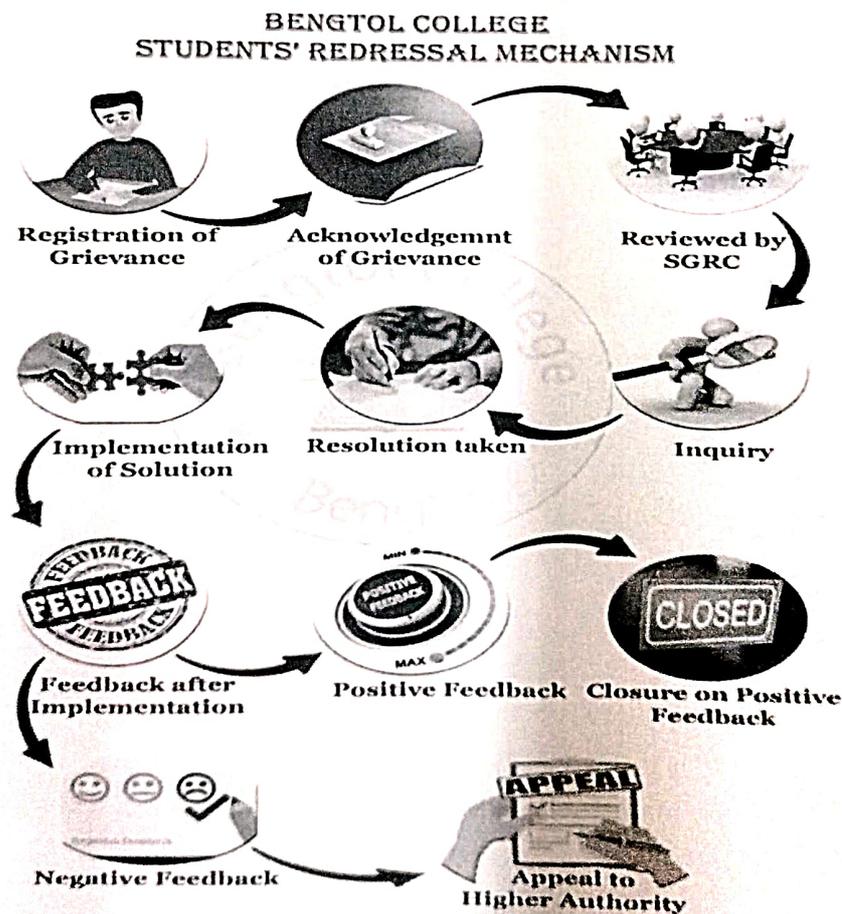
- Complaint Boxes have been installed in the college campus in which the students, who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academics/ administration of the College.
- The person concerned can personally approach to any member of the Cell or can send email or write an application and submit to Cell Convener for grievances of any sort.
- The cases will be attended promptly on receipt of grievances.
- The cell will review all cases and will act formally accordingly as per the Institutional guidelines.
- 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.



Exclusion

The grievance Redressal cell shall not entertain the following issues:

- Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
- Decisions with regard to award of scholarship, fee concessions, medals etc.
- Decisions made by the university with regard to disciplinary matters and misconduct.
- Decisions of the university about admissions in any courses offered by the institution.
- Decisions by competent authority on assessment and examination result.





Grievance Redressal Committee

PEC/ GRC /2023-24/ Circular/01

Date: 08-09-2023

CIRCULAR

All members of the Grievance Redressal Committee (GRC) are hereby notified to attend the meeting scheduled to take place in the Board Room at 3 pm on 10th September- 2023, without fail.

Agenda:

1. Introduction of new committee members for GRC for the academic year 2024-2025.
2. Discussion on issues faced by students within the campus.
3. Planning activities for student welfare.
4. Any other matters with the permission of the chair.

S.No	Name of the Faculty	Designation	Role
1.	Dr.Ch. Ravi Kumar	Principal	Chairman
2.	Mr. M. Nikhil	Assistant Professor	Convener
3.	Dr. G. Prasad	Dean - Student Affairs	Co-Convener
4	Dr G. Suresh	HOD, ECE	Member
5	Dr. SK.Meera Shareef	HOD, EEE	Member
6	Dr.K. Subba Reddy	HOD, CSE(AI)	Member
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15	Mr. K. Sai Srinivas	Student Representative	Member

Copy to:

1. To all the concern
2. HODs for information
3. Office file.

[Signature]
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PRAKASAM ENGINEERING COLLEGE
Kantam Road
KANDUKUR-523105, Prakasam Dt. (A.P.)





Grievance Redressal Committee

PEC/ GRC /2023-24/ MOM/01

Date: 10-09-2023

Minutes of the Meeting Held on 10-09-2023

1. The chairperson commenced the meeting by introducing the newly appointed members of the Grievance Redressal Committee (GRC) and provided a brief overview of the committee's role within the PEC campus.
2. The committee engaged in a discussion regarding the common problems encountered within the campus, aiming to identify key issues affecting students and stakeholders.
3. A detailed discussion took place regarding the mechanism for grievance redressal within the campus. Various aspects of the existing grievance redressal system were deliberated upon, with a focus on ensuring efficiency and effectiveness in addressing grievances.
4. The chairperson thanked all the members of the committee for their active participation and suggestions.

Members Attended:

S.No	Name of the Faculty	Designation	Role	Signature
1.	Dr.Ch. Ravi Kumar	Principal	Chairman	
2.	Mr. M. Nikhil	Assistant Professor	Convener	
3.	Dr. G. Prasad	Dean - Student Affairs	Co-Convener	
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Grievance Redressal Committee

PEC/ GRC /2023-24/ Circular/02

Date: 07-03-2024

CIRCULAR

All members of the Grievance Redressal Committee (GRC) are hereby notified to attend the meeting scheduled to take place in the Board Room at 3 pm on 8th March- 2024, without fail.

Agenda:

1. Introduction of new committee members for GRC for the academic year 2024-2025.
2. Discussion on issues faced by students within the campus.
3. Planning activities for student welfare.
4. Any other matters with the permission of the chair.

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Grievance Redressal Committee

PEC/ GRC /2023-24/ MOM/02

Date: 08-03-2024

Minutes of the Meeting Held on 08-03-2024

1. The chairperson commenced the meeting by introducing the newly appointed members of the Grievance Redressal Committee (GRC) and provided a brief overview of the committee's role within the PEC campus.
2. The committee engaged in a discussion regarding the common problems encountered within the campus, aiming to identify key issues affecting students and stakeholders.
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PRINCIPAL



D. 07/7/22
Kandukur.

To
The Grievance redressal co-ordinator
Prakasam Engineering college
Kandukur

Sub: Request for extra time to lab works.

Respected sir/madam,

I kindly request you to grant me some extra time to complete my lab work, as I was unable to finish it within the allotted period due to unforeseen difficulties. I assure you that I will complete the work at the earliest if given additional time.

I would be grateful for your consideration.

Requesting letter:-

Date:-
12/12/23
Kandukur

To

The principal,
The Grievance redressal cell co-ordinator
Prakasam Engineering college Autonomous,
Kandukur

Subject:- request for late Arrival Due to college
Bus Delay.

I am ~~Plas~~ writing to inform you that I arrived late to college to college today due to a delay in the college bus. The bus was late because of unavoidable reasons, which caused me to reach after the scheduled time.

I kindly request you to consider my situation and grant me permission for the late entry. I assure you that I will be punctual and avoid such delays in the future.

Thank you for your understanding.

D:- 03/01/24
Kandukur,

TO,
The Hostel warden,
The Grievance redressal co-ordinator,
BOYS HOSTEL,
KANDUKURU

Sir,

Respectfully we want to invite your kind attention to the fact that there is no arrangement of indoor games in our hostel. When students feel bored, they need some relaxation and the best form of it is the indoor games.

Kindly make necessary arrangements for indoor games in the hostel.

Thanking you

Yours obediently

Date: 10/2/24
Kandukur

TO
The Grievance redressal co-ordinator,
Prakasam Engineering college,
Kandukur.

Sub: to Increase Industrial visits for students

Respected sir/madam,

I hope you are doing well.

I am writing the letter on behalf of the students of Electrical and Electronics Engineering department to kindly request an increase in the number of industrial visits organized by our institution.

Industrial visits play a vital role in bridging the gap b/w theoretical knowledge and practical applications.

We kindly request you to consider our proposal

Thank you for your time and support.