



GOUTHAMI

INSTITUTE OF TECHNOLOGY AND MANAGEMENT FOR WOMEN

(Approved By A.I.C.T.E, New Delhi. &
Affiliated to J.N.T.U, Ananthapur and S.B.T.E.T., Vijayawada.)
Sai Nagar, Peddasetty Palli, Proddatur, YSR Kadapa, A.P-516360

Proceedings :GTMW/Circular-GRC/2023-24

Grievance and Redressal Committee

Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of both the staff and the students. Since the inception of the college, the Committee has been under the direct purview of the Principal.

The grievances received by the Principal are forwarded to the concerned Committee members who look in to the problems depending upon the seriousness of the issue.

The Committee has been continuously striving to take the best efforts possible to create a harmonious and conducive atmosphere to everyone in question.

Functions of the Grievance Redressal Committee

- To attend to the grievances based on the authenticity and gravity of the criticisms made.
- To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- To forward the findings to the Management if necessary for further action.
- To maintain strict confidentiality, if necessary.
- To accept written grievances from students and staff related to the system.
- To create and implement a mechanism to handle the reported grievances.
- To make a follow-up of these matters at regular intervals till their final disposal.
- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To convene periodical meetings to discuss whether the grievances have been settled.

Scope

The cell will deal with Grievances received in writing from 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 etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.



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Functions

- The cases will be attended promptly on receipt of written grievances from the students.
- The cell formally will review all cases and will act accordingly as per the Management policy.
- 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.

Procedure for Lodging Complaint

- The students may feel free to put up a grievance in the website link Google form provided.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a Stipulated time limit provided by the cell.

Composition

The grievance redressal cell of the institute having provision of teaching staff has its members and Principal as the chairman. The cell is having the provision of being reconstituted every year if situation arises for so by the Principal himself along with suggestions sought from the in charge administrative body. Care is taken to select staff members from each stream. The cell meets twice in solve the grievances thus raised by the students in the class committee meeting.

Sl. No.	Name of the Faulty	Designation	Position	Contact No.	Sign.
1	Dr. M.RAMA SUBBAMMA	Principal	Chairman	8978024409	M. Subbamma 15/12
2	G.PRASANNA	Asst. Prof. CSE Dept.	Member	9676318424	[Signature]
3	Y. PRAKASH RAO	Asst. Prof. & Diploma Principal	Member	8328440921	[Signature]
4	B.SINDHUJA	Asst. Prof. EEE Dept.	Member	7989834648	B. Sindhuja
5	D.VIJAYAMMA	Asst. Prof. & HOD H&S Dept.	Member	7013957152	D. Vijayamma
6	B.VENKATESWARAMMA	Asst. Prof. ECE Dept.	Member	905281889	B. Venkateswaramma



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GRIEVANCE REDRESSAL COMMITTEE

MINUTES OF OPENING MEETING 2023-2024

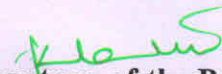
DATE OF MEETING :- 15-09-2023

VENUE :- Principal's Office

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The following items were discussed during the meeting:

- To listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately.
- To accept written grievances from students and staff related to the system.
- To create and implement a mechanism to handle the reported grievances.
- To forward the findings to the Management if necessary for further action.
- To attend to the grievances based on the authenticity and gravity of the criticisms made.
- To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc.
- To convene periodical meetings to discuss whether the grievances have been settled.
- To make a follow-up of these matters at regular intervals till their final disposal.
- To maintain strict confidentiality, if necessary.


Signature of the Principal
PRINCIPAL
Gouthami Institute of Technology
and Management for Women
Peddasettypalli (V),
Proddatur-516360, Kadapa (Dt.)



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Grievance Redressal Committee

SNO	NAME OF THE COMMITTEE MEMBER	DESIGNATION	SIGNATURE
1	Dr.K.Umakantham	Principal	
2	S.Yakhoob Ali	Assistant Professor & HOD CSE	
3	Y.Prakash Rao	Assistant Professor & HOD ECE	
4	R.Vijaya Lakshmi	Assistant Professor & HOD EEE	
5	D.Vijayamma	Assistant Professor & HOD H&S	
6	B.Venkateswaramma	Assistant Professor	

Website:<https://gitamw.ac.in/>

toll-free number: -100

circle police no:-100

website:- <https://citizen.appolice.gov.in/>



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GRIEVANCE AND REDRESSAL COMMITTEE

A meeting in connection with the Grievance and Redresses held on 15/12/2023 in principal chamber.

The following members were present.

Sl. No.	Name of the Faulty	Designation	Position	Contact No.
1	Dr. M.RAMA SUBBAMMA	Principal	Chairman	8978024409
2	G.PRASANNA	Asst. Prof. CSE Dept.	Member	9676318424
3	Y. PRAKASH RAO	Asst. Prof. & Diploma Principal	Member	8328440921
4	B.SINDHUJA	Asst. Prof. EEE Dept.	Member	7989834648
5	D.VIJAYAMMA	Asst. Prof. & HOD H&S Dept.	Member	7013957152
6	B.VENKATESWARAMMA	Asst. Prof. ECE Dept.	Member	905281889



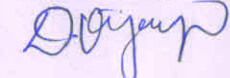
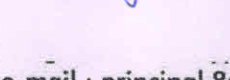
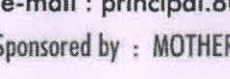

The following points were discussed and steps take for congenial atmosphere in the institution.


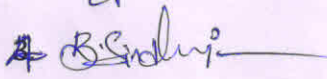

1. The Committee suggested that students are not to including groupism and no students will have any sort of personal inductiveness.
2. A Grievance redressal box is provided nearby principal chamber so that, students can drop in the box, if they have any sort of complaints in the campus.
3. Initiated to appoint students anti ragging committee.
4. From each Branch/each year, Students are included in the anti-ragging committee.
5. The committee member's mobile numbers are displayed on the notice board for immediately accessing the committee to complain their problems.

GRIEVANCES:

No Grievances reported.

Signature of Members:

1.  15/12/2023
2. 
3. 
4. 
5. 
6. 

2. 
4. 
6. 

e-mail : principal.8u@jntua.ac.in gitamwpdtr@gmail.com web : www.gitamw.ac.in

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