



☎ : (08683)255776

SANA ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to J.N.T.U., Hyderabad.)

KODAD - 508 206, Suryapet Dist.(T.S.), E-Mail: sanam8kdd@yahoo.co.in

Ref :

Date : 25/3/2021

Proceedings of the Secretary / Correspondent

Procgs. / Constitution of Grievance Redressal Committee / 2020 – 21/01

Dt: 25/03/2021.

As per the AICTE notification dated 25-05-2012, every Technical institution has to establish a committee for redressal of grievances from the academic year 2012-13 onwards.

Keeping in view of the instructions given by AICTE the following members of our institution are constituted as "GRIEVANCE REDRESSAL COMMITTEE" for this academic year 2020-21 for the smooth conduct of all approved and offered AICTE / JNTUH courses by our institution.

Details of Constituted Members:

<u>S.No.</u>	<u>Name of the Member</u>	<u>Designation in the Committee</u>
1.	Sri. MD. NAZEERUDDIN Secretary / Correspondent	Chairman
2.	Dr. K. SATHYA RAJESH Principal	Convenor
3.	Dr. MD. IRFAN HOS, MBA Dept.	Member
4.	Mr. D. AMARENDAR Asst.Prof., MBA Dept.	Member
5.	Mr. G. RAMAKRISHNA Asst.Prof., ECE Dept.	Member

The Committee members should pursue the grievances made by the student, immediately.

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All the constituted members have given the instructions that to follow the AICTE guidelines / Grievances may include the following complaints of the aggrieved students namely –

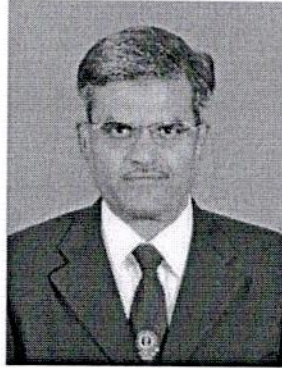
- (i) Making admission contrary to merit determined in accordance with the declared admission policy of the institute.
- (ii) Irregularity in the admission process adopted by the institute
- (iii) Refusing admission in accordance with the declared admission policy of the institute
- (iv) Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue.
- (v) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution ;
- (vi) Breach of the policy for reservation in admission as may be applicable;
- (vii) Complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, Women, Minority or disabled categories.
- (viii) Nonpayment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
- (ix) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar.
- (x) On provision of student amenities as may have been promised or required to be provided by the institution;
- (xi) Denial of quality education as promised at the time of admission or required to be provided;
- (xii) Non transparent or unfair evaluation practices;
- (xiii) Harassment and victimization of students including sexual harassment ; and
- (xiv) Refund of fees on withdrawal of admission as per the AICTE instruction from time to time.

The details of Redressal Committee members including their mails, contact numbers etc.. should be vide publicity among the students through notice boards / institution web portal.


(MD. NAZEERUDDIN)
CHAIRMAN
Sana Engineering College
Kodad-508206, Suryapet Dt.T.S

The details of the OMBUDSPERSON nominated by the University

1. Name : **Dr. JAGANNATH JETTY**
2. Designation : **Professor of Geology (Retired)**
Osmania University
3. E mail : **ombudsperson@jntuh.ac.in**
4. Photograph :




CHAIRMAN

Sana Engineering College
Kodad-508206, Suryapet Dt. T.S