



SANA ENGINEERING COLLEGE

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

KODAD - 508 206, Suryapet Dist., Telangana State

E-Mail: sanam8kdd@gmail.com Web: www.sanaeng.in

☎ : 08683 - 229574

Date: 05.08.2022

Proceedings of the Chairman

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 2022-23 for the smooth conduct of all approved and offered AICTE / JNTUH courses by our institution.

GRIEVANCE REDRESSAL COMMITTEE: 2022-2023

S.NO	Name of the Member with Designation	Role	PHONE NUMBER
1	Dr. P. GANDHI Principal	Chairman	9440991215
2	Mr. P. RAVI TEJA HOD., EEE Dept.	Convener	9000184123
3	Mr. MD.ABDUL SUMER HOD, ECE Dept.	Member	9502884043
4	Mr. D. AMARENDAR Asst Prof., MBA Dept	Member	9347561736
5	Mr. PATAN HUSSAIN BASHA HOD, CSE Dept.	Member	8309318691
6	Mr. M. SURESH HOD, CIVIL Dept.	Member	7893526035
7	Mr. MD. SAMI UDDIN HOD, M.B.A Dept.	Member	9703824246


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All the constitution 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 certificate or degree, diploma or any other award or other documents deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel 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 of 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 the payment of scholarships to any students that such institute 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's 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 instructions 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.


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Grievance & Redressal Committee

On imparting professional education, it's our foremost care to consider comfort of all stake holders to keep amicable environment in the campus. We SANA ENGINEERING COLLEGE KODAD. Take practice of transparency, justice and professional ethics in all happenings so that stake holders are not grieved.


Staff grievance and redressal committee is to deal with the discontent, dissatisfaction expressed in person or through formal letter complaint. Generally Grievant means a student, parent, and staff member, group of students or staff members or combination of any of these stakeholders of the institution.

OBJECTIVE

- To ensure harmonious environment in the campus to all staff members
- To provide the equal opportunity and hassle free resort to their grievances
- To maintain supervision on all activities of grievance and redressal mechanism

FUNCTIONS

- To make awareness on the grievances among faculty and staff community
- To be a part in imparting the quality environment by addressing issues of employees
- To demand issues/complaints, investigate by committee recommended and document the activities.
- To analyze, comply and forward all received complaints to the concerned departments for necessary action


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Date: 10.08.2021

GRIEVANCE REDRESSAL COMMITTEE: 2021-2022


S.NO	Name of the Member with Designation	Role	PHONE NUMBER
1	Dr. P. GANDHI Principal	Chairman	9440991215
2	Mr. P. RAVI TEJA HOD., EEE Dept.	Convener	9000184123
3	Mr. G. RAMA KRISHNA HOD, ECE Dept.	Member	9010092224
4	Mrs. SK. RAFIYA SULTHANA HOD, MECH Dept	Member	8688716858
5	Mr. PATAN HUSSAIN BASHA HOD, CSE Dept.	Member	8309318691
6	Mr. M. SURESH HOD, CIVIL Dept.	Member	7893526035
7	Mr. MD. IRFAN HOD, M.B.A Dept.	Member	9010092227

A Student grievance redressal committee is organized by SEC : The meeting held on 10.08.2021
Following are the functions and responsibilities of redressal committee.

1. To receive the grievance in person
2. To analyze and examine the nature of grievance.
3. To deliberate the members of the committee and call for remarks if necessary.
4. To resolve the issues impartially.

Agenda of the Meeting:

1. Review of previous minutes of meeting
2. Discussion on complaints if any.
3. All lights and fans should be repaired before commencement of class work.
4. Cleaning of labs, class rooms, sanitization of wash rooms and class rooms.


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Date: 15.03.2021

MINUTES OF THE STUDENT GRIEVANCE REDRESSAL MEETING

Grievance Redressal Committee met on 15.03.2021 at 2:30 PM in the office of the Principal.

The following Students were Present:-

- 1) Ms. B. Srikala
- 2) Ms. B. Sravani
- 3) Mr. SVN Raj Kumar
- 4) Ms. A. Srija

The Students have expressed their grievance about the second wave COVID-19 lockdown and how the offline classes and examinations were getting impacted.

Suggestions given by the students were noted. The committee ensure that the Grievance will be sorted out within 02 days.


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Date: 07.09.2020

GRIEVANCE REDRESSAL COMMITTEE: 2020-2021

S.NO	Name of the Member with Designation	Role	PHONE NUMBER
1	Dr. D. RAJENDRA PRASAD Principal	Chairman	8143332879
2	Mr. P. RAVI TEJA HOD, EEE Dept.	Convener	9000184123
3	Mr. G. RAMA KRISHNA HOD, ECE Dept.	Member	9010092224
4	Mr. R. HANUMANTHA RAO HOD, H&BS Dept	Member	9985215987
5	Mr. PATAN HUSSAIN BASHA HOD, CSE Dept.	Member	8309318691
6	Mr. P. VICTOR PAUL HOD, CIVIL Dept.	Member	8885339020
7	Mr. MD. IRFAN HOD, M.B.A Dept.	Member	9010092227

A Student grievance redressal committee is organized by SEC : The meeting held on 07.09.2020
Following are the functions and responsibilities of redressal committee.

1. To receive the grievance in person
2. To analyze and examine the nature of grievance.
3. To deliberate the members of the committee and call for remarks if necessary.
4. To resolve the issues impartially.

Agenda of the Meeting:

1. Review of previous minutes of meeting
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Date: 05.08.2019

GRIEVANCE REDRESSAL COMMITTEE: 2019-2020

S.NO	Name of the Member with Designation	Role	PHONE NUMBER
1	Dr. T.V.V SUDHAKAR Principal	Chairman	9121039434
2	Mr. P. RAVI TEJA HOD., EEE Dept.	Convener	9000184123
3	Mr. G. RAMA KRISHNA HOD, ECE Dept.	Member	9010092224
4	Mr. M. RAVINDRA HOD, MECH Dept.	Member	7285990960
5	Mr. PATAN HUSSAIN BASHA HOD, CSE Dept.	Member	8309318691
6	Mr. P. VICTOR PAUL HOD, CIVIL Dept.	Member	8885339020
7	Mr. MD. IRFAN HOD, M.B.A Dept.	Member	9010092227

A Student grievance redressal committee is organized by SEC : The meeting held on 05.08.2019
Following are the functions and responsibilities of redressal committee.

1. To receive the grievance in person
2. To analyze and examine the nature of grievance.
3. To deliberate the members of the committee and call for remarks if necessary.
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Agenda of the Meeting:

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4. Cleaning of labs, class rooms, sanitization of wash rooms and class rooms

Date: 30.07.2018

GRIEVANCE REDRESSAL COMMITTEE: 2018-2019

S.NO	Name of the Member with Designation	Role	PHONE NUMBER
1	Dr. CH.S NAGAPRASAD Principal	Chairman	9989061565
2	Mr. P. RAVI TEJA HOD., EEE Dept.	Convener	9000184123
3	Mr. G. RAMAKRISHNA HOD, ECE Dept.	Member	9010092224
4	Mr. M. RAVINDRA HOD, MECH Dept.	Member	7285990960
5	Mr. PATAN HUSSAIN BASHA HOD, CSE Dept.	Member	8309318691
6	Mr. P. VICTOR PAUL HOD, CIVIL Dept.	Member	8885339020
7	Mr. MD. IRFAN HOD, M.B.A Dept.	Member	9010092227

A Student grievance redressal committee is organized by SEC : The meeting held on 30.07.2018
Following are the functions and responsibilities of redressal committee.

1. To receive the grievance in person
2. To analyze and examine the nature of grievance.
3. To deliberate the members of the committee and call for remarks if necessary.
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