

VAAGDEVI COLLEGE OF ENGINEERING

Bollikunta, Warangal, Telangana State

Email: info@vaagdevi.edu.in.com, Phone: 0870 2865182



VCEW/Committees/GRC/2020

Date: 14.09.2020

ORDER

GRIEVANCES & REDRESSAL COMMITTEE

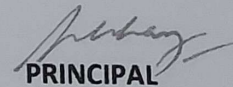
It is for the information of Students and staff of our Institution that the following Grievance Redressal Committee is constituted to look into their grievances and provide them an early solution. If there is any grievance the students and staff are required to submit the application on the prescribed form available with the convener or on college website. The tenure of the committee is until further orders.

S.No.	Name	Designation in Committee	Mobile No.
1	Prof. K. Prakash Principal	Chairman	7799086969
2	Mrs. B. Sridevi Assoc. Professor-ECE	Member	7995924027
3	Dr. Thanveer Jahan Assoc. Professor-CSE	Member	9550666795
4	Mr. P. Poornachander Rao Assoc. Professor-EEE	Member	9849606651
5	Dr. K. Thirupati Rao Vice Principal	Convener	9985706969

DUTIES/RESPONSIBILITIES/ ACTIVITIES OF THE COMMITTEE:

1. To develop a responsive and accountable attitude among all the students/staff in order to maintain a harmonious educational atmosphere in the Institute.
2. Grievances received in writing from the students about any of the following matters:-
 - a. Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
 - b. Financial Matters: Related to dues and payments for various items from library, hostels etc.
 - c. Complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;
 - d. Harassment and victimization of students, including sexual harassment;
3. Any other related work arising in the college to be resolved.




PRINCIPAL



VAAGDEVI COLLEGE OF ENGINEERING

AUTONOMOUS

Approved by AICTE, New Delhi and Affiliation to JNTUH
Bollikunta, Warangal-506 005 (T.S)



No. VCEW/A-16/2020

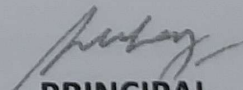
Date: 04-11-2020

ORDER

The following are appointed for "Women Protection Cell (Internal Complaints Committee) and they are directed to follow the precautionary measures for Prevention, Prohibition and Redressal of safety and security of girls and women in the College.

Sl. No	Name	Designation	Contact No.
1.	Prof. V. Janaki Professor, Dept of CSE	Presiding Officer/Chairman	9885692640
2.	Prof. B. Vijayalaxmi Principal, University Law College (Retd.,)	Member	9849079197
3.	Ms. Ch. Ushasri Asst. Professor-EEE	Member	9703329994
4.	Dr. M. Sumalatha Asst. Professor-English	Member	9391645155
5.	Ms. B. Saritha Asst. Professor-CSE	Member	9550666795
6.	Ms. S.Radhika Asst. Professor-Civil	Member	8008250718
7.	Dr. G. Saroja Asst. Professor-MBA	Member	984993002
8.	Ms. C Jaya Lakshmi Psychologist & Counselor	Member	9052322255
9.	Ms. B. Sridevi Assoc. Professor-ECE	Convener	7995924027




PRINCIPAL

- C.C.: 1) All the Head of the Departments – (with a request to circulate among the staff & Students)
- 2) All the Members of the Committee.
- 3) All Notice Boards.



VAAGDEVI COLLEGE OF ENGINEERING

AUTONOMOUS

P.O. BOLLIKUNTA, WARANGAL - 506 005

STUDENT GRIEVANCES REDRESSAL COMMITTEE

1. Implementation of guidelines of statutory/regulatory bodies

In supersession to office order: VCEW/Committees/GRC/2020, dated: 14.09.2020, and in accordance with AICTE guidelines, the Student/Staff Grievance Redressal Committee is constituted.

In supersession to office order: VCEW/A-16/2020, dated:04.11.2020 and in accordance to AICTE guidelines, the Women Protection Cell (Internal Complaints Committee) constituted as per Section 4, All India Council for Technical Education (Gender Sensitization, prevention and Prohibition of Sexual Harassment of Women Employees and students and Redressal of Grievances in Technical Institutions)2016 vide F. No. AICTE/WH/2016/01 dated 10th June, 2016, in order to safeguard the interests of the students and employees of the Institute as per the instructions of MHRD, GOI from time to time.

2. Organization wide awareness and undertakings on policies with zero tolerance

The Grievance and Redressal Cell desires to maintain an unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students.

- Provide Information about the Cell's objectives and mode of operation through the website.
- Informs students of the process for registering grievances in the Induction Programs and regular meetings are conducted.
- Acknowledges and redresses the grievances in time.
- Action taken reports are maintained.
- Whenever a grievance is reported by a student, immediately student grievance redressal committee holds a meeting within 3 working days and the issue is resolved.

3. Mechanisms for submission of online/offline students' grievances

- Thegrievances shall be redressed depending on the nature of the grievance.

- Department level counselling is offered where the matter can be resolved by the class teacher.
- If not resolved at departmental level, then the grievances may be mailed to the HOD, Student Affairs & Alumni Relations, and Principal.
- As soon as the application is received the Redressal Committee shall review the complaint and invite both the parties for discussion.

Link for the Online Grievance Redressal [Online Grievance Redressal \(google.com\)](https://www.google.com)

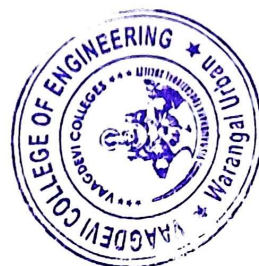
The screenshot shows a web form for grievance redressal. On the left is the college logo and name: **VAAGDEVI COLLEGE OF ENGINEERING AUTONOMOUS**, with accreditation details from AACSB, AICTE, and ISO 9001. The form fields include:

- Employee ID / Roll Number***: A text input field.
- Name of the Student/Staff***: A text input field.
- Contact Number***: A text input field.
- Applicant***: Radio buttons for Student and Staff.
- Gender***: Radio buttons for Male and Female.
- Department***: A list of radio buttons for Civil, EEE, Mech, ECE, CSE, CSE(AI&ML), CSE(DS), BSH, MBA, and Office.
- Grievance details***: A large text area for describing the grievance.
- Attachment(s)**: A section with a file upload icon and the text "Add file".

 At the bottom right of the form are "Submit" and "Clear form" buttons.

4. Timely redressal of the grievances through appropriate committees

- All complaints are reviewed and redressed in time. Periodic meetings are conducted to provide a healthy environment for its stakeholders.



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VAAGDEVI COLLEGE OF ENGINEERING
AUTONOMOUS
Bollikunta, Warangal, Telangana

Date: 05 -02-2021

CIRCULAR

A meeting of Internal Complaints Committee (ICC) is scheduled to be held on 11/02/2021 and all the Committee Members are requested to attend the meeting at 11.00am in the chamber of chairperson.

The agenda for the meeting is as follows.

1. Review of the previous year ICC activities.
2. Educate female students and female employees to make up coping strategies to overcome stress out of gender bias.

It is mandatory for all the committee members to attend the meeting without fail.

Chairperson

Internal Complaints Committee

To

The Members of Internal Complaints Committee (ICC)

Copy to: 1. The Principal

2. Guard file



VAAGDEVI COLLEGE OF ENGINEERING AUTONOMOUS

Bollikunta, Warangal, Telangana

Date: 11-02-2021

Minutes of the Internal Complaints Committee meeting held on 11.02.2021 at 2:00pm

Venue: Chairperson Chamber

Following Members were Present:

1. Prof.V .Janaki – Chairperson *Janaki*
2. Dr.M.Shashidhar- Member *Shashidhar*
3. Dr.G.Saroja- Member *Saroja*
4. Ms.C.Jaya Lakshmi- Member *Jaya*
5. Mr.Md.Rafi-Member *Rafi*
6. Mr.Anumula Nagarjuna-Member *Nagarjuna*
7. Ms.G.Sumana-Member *Sumana*
8. Ms.B.Sanjana-Member *Sanjana*
9. Prof.B. Vijayalaxmi-Member

AGENDA:

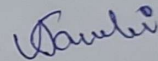
1. Review of previous year activities.
2. To educate girl students and women employees that how to makeup coping strategies to overcome stress in pandemic during lockdown.
3. Any other item with the permission of the chair.

Proceedings:

The chairperson welcomed the members to the meeting.

1. Due to Covid-19 induced pandemic situation and the lockdown imposed thereby, there have been no instances of complaints or grievances registered in the time period immediately prior to the meeting date. Consequently, there is no discussion of item no.1
2. It is resolved by the committee that to educate the women employees about work life balance during pandemic as it is the scenario of work from home.

As there was no other subject, the meeting concluded, with the chairperson thanking all the members for their active participation.



Chairperson

Internal Complaints Committee



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Bollikunta, Warangal-506 005 (T.S)

Date: 04-01-2021

No. VCEW/A-16/2021

ORDERS

The following are appointed for "Internal Complaints Committee (ICC) and they are directed to follow the precautionary measures for Prevention, Prohibition and safety and security of girls and women in the College. The tenure of the committee is for three years from the date of issue of these orders.

Sl. No	Name	Designation	Contact No. & E-mail
1.	Prof. V. Janaki Professor, Dept of CSE	Presiding Officer/Chairman	9885692640 headcse@vaagdevi.edu.in
2.	Dr. M. Shashidhar Dean, Administration	Member	9010639656 deanadmin@vaagdevi.edu.in
3.	Dr. G. Saroja Asst. Professor-MBA	Member	984993002 saroja_g@vaagdevi.edu.in
4.	Ms. C Jaya Lakshmi Psychologist & Counselor	Member	9052322255 Jayalakshmi_c@vaagdevi.edu.in
5.	Mr. Md. Rafi Computer Operator	Member	9701731483 mdrfrose786@gmail.com
6.	Mr. Anumula Nagarjuna III-B.tech-Mech, Roll No: 18641A0328	Member	8184902046 nani.anumulatech@gmail.com
7.	Ms. G.Sumana III-B.Tech-EEE, Roll No: 19645A0232	Member	9701589321 sumanagadipelli@gmail.com
8.	Ms. B Sanjana III-B.Tech-Civil Roll No: 18641A0113	Member	9989766506 sanjanasony123b@gmail.com
9.	Prof. B. Vijayalaxmi Principal, University Law College (Retd.,)	Member	9849079197 vijayalaxmi_b@vaagdevi.edu.in



[Signature]
PRINCIPAL

- C.C.: 1) All the Heads of the Departments (with a request to circulate among the staff & Students)
- 2) All the Members of the Committee.
- 3) All Notice Boards/Website.

CSE - *[Signature]*

MBA - *[Signature]*

Civil - *[Signature]*

EEE - *[Signature]*

Mech - *[Signature]*

EEEC - *[Signature]*