

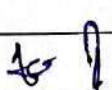
Vishnu Institute of Technology::Bhimavaram

Grievance Redressal Cell

As per the AICTE norms, the institute has established a Grievance Redressal Cell for redressing day to day student grievances. Grievance redressal is systematically carried out by various teams of faculty members acting as committees under the guidance of Principal of the institution. Table 1.1 shows the members of Grievance Redressal Cell.

The committee receives complaints both academic and personal for redressal. The grievances may be expressed either in person or in writing. The same will be passed on to the members of the committee/Principal. General issues related to class room teaching, library, e-resources, canteen, hostel, hostel mess & transportation are resolved by the Committee. Other serious grievances will be resolved by the Committee based on the intensity. The members of the committee are responsive to deal with grievances and solve them in an objective manner. The members are accessible and available on the campus to listen to the problems of students, parents and others. The coordinator will maintain the minutes of meetings. The committee is also getting the feedback from Students / Staff. Issues must be solved with the help of Head of Institutions.

Table 1.1: Members of Grievance Redressal Cell

Sl.No	Name	Designation
1	Dr. D. Suryanarayana	Principal & Chairman
2	Dr. D. Sumit Gupta	Head of CSE Dept.
3	Dr. D. J. Nagendra Kumar	Head of IT Dept.
4	Prof. K. Srinivas	Vice Principal & Head of ECE Dept.
5	Dr. R.V.D. Rama Rao	Head of EEE Dept.
6	Dr. M. Venu	Head of ME Dept.
7	Mr. V.V.S. Sharma	Head of CE Dept
8	Dr. V. Rama Devi	Head of BS Dept. 

Vishnu Institute of Technology::Bhimavaram

Grievance Redressal Cell

Date: 16.09.2021

Notice

A meeting of Grievance Redressal Cell is arranged on 18.09.2021 at 3.30 P.M in the Board room, headed by Dr.D.Suryanarayana, Principal. The agenda for the meeting is as follows:

Agenda:

Duties & Responsibilities of the Grievance redressal cell

Any other


Dr.D.Suryanarayana

Principal

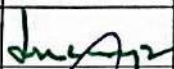

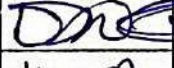
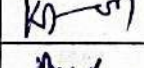
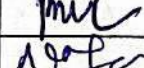

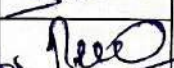

Vishnu Institute of Technology (Autonomous)::Bhimavaram

Grievance Redressal Cell

Minutes of Meeting

Date: 18.09.2021

The meeting of Grievance redressal cell was held today in the Board Room under the Chairmanship of Dr.D.Suryanarayana, Director &Principal. The following members were present for the meeting:

Sl.No	Name	Designation	Signature
1	Dr. D. Suryanarayana	Principal & Chairman	
2	Dr. D. Sumit Gupta	Head of CSE Dept.	
3	Dr. D. J. Nagendra Kumar	Head of IT Dept.	
4	Prof. K. Srinivas	Vice Principal & Head of ECE Dept.	
5	Dr. R.V.D. Rama Rao	Head of EEE Dept.	
6	Dr. M. Venu	Head of ME Dept.	 18/9/21
7	Mr. V.V.S. Sharma	Head of CE Dept	 18/9/21
8	Dr. V. Rama Devi	Head of BS Dept.	 18/9/21

Agenda:

Duties & Responsibilities of the Grievance redressal cell

Any other

Minutes of Meeting:

- The Chairman of the Grievance redressal cell welcomed the gathering and briefed about the grievance redressal committee roles and responsibilities to the members.
- The Chairman of the Grievance redressal cell briefed the members about the nature of grievances that are considered both academic and personal for redressal.
- It was decided to send a circular regarding the Grievance redressal cell to all the Departments, to be displayed in the notice boards to create awareness about the committee among the students.
- The members agreed to take the responsibility to deliver promptly the very purpose of constituting this cell because any delay in redressal will create many confusions further

increase in grievances and forward to the management after being discussed in the committee.

- The member are advised to resolve the minor complaints by concerned departments effectively and any complains if not dealt, should be forwarded to Grievance Redressal Cell. (GRC)
- It was decided that the next meeting of Grievance redressal cell would be held if a grievance has been received.

As there were no other items for discussion, the meeting ended with vote of thanks and regards to all the members present.


Chairman

Dr.D.Suryanarayana

Sexual Harassment Redressal Cell

A separate Sexual Harassment Redressal Cell for women is taking up issues related to women independently. This cell is exclusively meant for the welfare of female students and staff members. Professional Ethics and Human Values are taught as a subject in the college, thereby ensuring that, there is no discrimination among boys and girls. Gender inclusion is practiced while constituting various committees. This holistic gender sensitive approach has led to increased opportunities in employment and entrepreneurial development among the students.

The Women Grievance Cell also deal with complains against sexual harassment in the workplace. The following table shows the members of women grievance cell also known as sexual harassment committee.

Sexual harassment is quickly identified as 'unwelcome' sexually determined behavior (whether directly or by implication) as:

- Physical Contact Advances
- Showing pornography
- Demand or request for sexual favors.
- Sexually colored remarks
- Use of electronic media (phone, internet, intranet) for perpetrating any of the above
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Sexual Harassment Redressal Cell

Sl.No	Name	Designation
1	Dr. V. Rama Devi	Coordinator & HOD Basic Science
2	Mrs. M. Sri Lakshmi	Member & Assoc.Prof IT
3	Dr.Ch. Rajya Lakshmi	Member & Assoc. Prof BS
4	Mrs.G. Ravindra Bharathi	Member & Asst Prof CSE
5	G.Srilakshmi	Member & Asst Prof ECE
6.	K.AnupamaFrancy	Member & Assoc Prof MECH
7.	K.Suseela	Member & Asst Prof CE
8.	I.V.V.Vijetha	Member & Asst Prof EEE

If the students face any harassment, then they are empowered to place a complaint and report to the Committee. The members will look into the issues, gather the evidence, and take the immediate necessary action against the guilty.

Sexual Harassment Redressal Cell

Date:16.09.2021

Notice

A meeting of Sexual Harassment Cell is arranged on **17.09.2021** at 4.00 P.M in the Board room, headed by Dr. V.Rama Devi, Coordinator & HOD BS. The agenda for the meeting as follows:

Agenda:

- To decide action plan of the cell for the year 2021-2022



Dr.V.Rama Devi


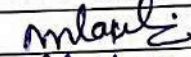
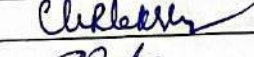


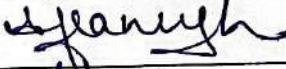


Coordinator

Sexual Harassment Cell

Minutes of Meeting

Date: 17.09.2021

The meeting of Sexual Harassment Cell was held today in the Department of BS, headed by Dr. V.Rama Devi, Coordinator & HOD BS. The following members were present for the meeting:

Sl. No	Name	Designation	Signature
1	Dr. V. Rama Devi	Coordinator & HOD Basic Science	
2	Mrs. M. Sri Lakshmi	Member & Assoc. Prof IT	
3	Dr.Ch. Rajya Lakshmi	Member & Assoc. Prof BS	
4	Mrs.G. Ravindra Bharathi	Member & Asst Prof CSE	
5	G.Srilakshmi	Member & Asst Prof ECE	
6.	K.AnupamaFrancy	Member & Assoc Prof MECH	
7.	K.Suseela	Member & Asst Prof CE	
8.	I.V.V.Vijetha	Member & Asst Prof EEE	

Agenda:

To decide action plan of the cell for the year 2021-2022

Minutes of Meeting:

1. Dr.V.Rama Devi, welcomed all the members and explained the purpose of the meeting.
2. All the members decided to
 - a) Make an action plan for the year 2021-2022 to ensure safety of the girl students in the college campus
 - b) Make them aware about the functions and guidelines of the anti-sexual harassment cell for women.
 - c) Aware them about the procedure to make complaints if they have any problem regarding sexual harassment.
 - d) It was also decided to setup a complaint drop box in the college premises.

- e) The cell noted that no complaint of sexual harassment has been received from any girl student in the last year.
- f) Issue a notification to all the teaching and non-teaching staff to be alert to keep check on the incidents of sexual harassment of girl students in the college campus

3. Dr.V.Rama Devi, coordinator concluded the meeting with the vote of thanks for the meeting.



Dr.V.Rama Devi

Coordinator

Anti-Ragging Committee

A dynamic and dedicated Anti-Ragging Committee is constituted as per the guide lines of AICTE, APSCHE and Government of Andhra Pradesh, whose eagle eye prevents the occurring of unwanted events. Awareness regarding consequences of ragging is widely communicated to all the senior students through special sessions by the Committee and Public Servant Officers. Students are strictly instructed and monitored not to indulge in any ragging activities. Details of punishments to the students involved in such events are displayed at key facilities all over the campus, table 3.1 shows the members of Anti - Ragging committee.

Functions and Responsibilities:

- To ensure compliance with the AICTE and University regulations regarding anti ragging.
- To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- To take administrative action in the event of ragging
- Review the situation and make necessary changes
- Conduct surprise visits to the classrooms, hostels and campus
- Arrange permanent hoardings in the college displaying anti ragging measures
- See that undertakings are taken from the students and parents at the tie of admission
- Arrange talks by counselors and higher officials
- Arranging contact information of contact persons
- To maintain vigil, oversight, undertake patrolling functions and to remain mobile, alert and active at all times in the Institute.
- To make surprise raids in the concerned hostels and other vulnerable places where students generally visit and where either the incidents of ragging have occurred or which are potentially prone to ragging.
- To conduct an on-the-spot enquiry into any incident of ragging referred to it the Principal or Anti Ragging Coordinator or any member of the faculty or any-member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be.

Anti-ragging committee members

S.No.	Name of the Faculty	Designation
1	Prof.K.Srinivas, Vice Principal	Coordinator
2	Mr.V.V.S.Sarma, HOD-CE	Member
3	Mr.SK.S.Alisha, Coordinator-CE	Member
4	Dr.R.V.D.Rama Rao, HOD-EEE	Member
5	Mr. P Naveen, Coordinator-EEE	Member
6	Dr.M.Venu, HOD-ME	Member
7	Dr.N.Naga Krishna, Coordinator -ME	Member
8	Dr.N.Padmavathy, HOD -ECE	Member
9	Mr.P.S.Maitrey, Coordinator -ECE	Member
10	Dr.Sumit Gupta HOD-CSE	Member
11	Mr.R Srinivasa Raju, Coordinator-CSE	Member
12	Mr.D.J.Nagendra Kumar, HOD-IT	Member
13	Mrs.M.Srilakshmi, Coordinator-IT	Member
14	Dr. V. Rama Devi, HOD-BS	Member
15	Mr.Dr.R.Suryanarayana, Coordinator-BS	Member
16	Dr.K.Ganga Raju,Coordinator-MBA	Member
17	Mr.Rangarao Orugu-Student Coordinator	Member
18	Mr.V S N Narasimha Raju- Student Coordinator	Member

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Anti-Ragging Committee

Date: 08-12-2021

Notice

A meeting of Anti-Ragging Committees arranged on 09-12-2021 at 4.00 P.M in the Board room, headed by Prof.K.Srinivas, Coordinator & Vice Principal. BS. The Agenda for the meeting is as follows:

Agenda:

- To decide action plan of the committee for the year 2021-22


Prof.K.Srinivas

Vice Principal, Coordinator

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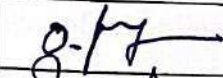
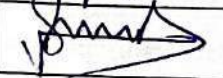
Anti-Ragging Committee

Minutes of Meeting

Date: 09-12-2021

The meeting of anti-ragging committee was held today in the Board Room under the Chairmanship of Prof.K.Srinivas, Vice Principal. The following members were present for the meeting:

S.No.	Name of the Faculty	Designation	Signature
1	Prof.K.Srinivas, Vice Principal	Coordinator	K.Srinivas
2	Mr.V.V.S.Sarma, HOD-CE	Member	V.V.S.Sarma 09/12/21
3	Mr.SK.S.Alisha, Coordinator-CE	Member	SK.Alisha
4	Dr.R.V.D.Rama Rao, HOD-EEE	Member	R.V.D.Rama Rao
5	Mr. P Naveen, Coordinator-EEE	Member	P.Naveen
6	Dr.M.Venu, HOD-ME	Member	M.Venu 09/12/21
7	Dr.N.Naga Krishna, Coordinator -ME	Member	N.Naga Krishna 9/12/21
8	Dr.N.Padmavathy, HOD -ECE	Member	N.Padmavathy 9.12.21
9	Mr.P.S.Maitrey, Coordinator -ECE	Member	P.S.Maitrey
10	Dr.Sumit Gupta HOD-CSE	Member	Dr. Sumit Gupta
11	Mr.R Srinivasa Raju, Coordinator-CSE	Member	R.S.Raju
12	Mr.D.J.Nagendra Kumar, HOD-IT	Member	D.J.Nagendra Kumar
13	Mrs.M.Srilakshmi, Coordinator-IT	Member	M.Srilakshmi
14	Dr. V. Rama Devi, HOD-BS	Member	V.Rama Devi
15	Mr.Dr.R.Suryanarayana, Coordinator-BS	Member	R.Suryanarayana
16	Dr.K.Ganga Raju,Coordinator-MBA	Member	K.Ganga Raju

17	Mr.Rangarao Orugu-Student Coordinator	Member	
18	Mr.V S N Narasimha Raju- Student Coordinator	Member	

Agenda:

- To organize anti-ragging awareness program.
- To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- To divide staff members into Anti ragging committee and squad.
- To allot duties to staff regarding Anti ragging activities.
- To take decision on vigilance rounds.
- To take administrative action in the event of ragging.
- Conduct surprise visits to the classrooms, hostels and campus.
- To take affidavit from students & parents

Minutes of Meeting:

- The committee has decided to give orientation to students about the evil effects of ragging.
- The committee has decided to organize the meeting with the students to make the campus a ragging free campus.
- The Staff members should be divided into Anti ragging committee and squad as suggested by the coordinator of the committee.
- All staff should be allotted with some or the other duties regarding anti ragging
- All the faculty are to be involved (Day wise) to monitor the classrooms, hostels and campus from 6.00 am to 9.00 pm in order to avoid ragging by the senior students.
- Vigilance rounds should be taken by committee and squad members periodically at different places in and around the campus and in the hostel. The report of the same to be submitted to the co-coordinator
- It is also resolved that the student admission may be cancelled or student may be suspended from college if found involved in any sort of ragging in the campus. It was decided that any incident of ragging if noticed should be recorded on the spot and student

involved in any such activities should be brought to the notice of coordinator immediately.

- The UGC has made it mandatory for all students/parents to submit anti ragging related affidavits to the institutions at the time of admission.

As there were no other items for discussion, the meeting ended with vote of thanks and regards to all the members present.


Coordinator

K.Srinivas

Vishnu Institute of Technology::Bhimavaram

Anti-Ragging Committee


Date: 17-01-2022

Notice

A meeting of Anti-Ragging Committee is arranged on 18-01-2022 at 4.00 P.M in the Board room, headed by Prof.K.Srinivas, Coordinator & Vice Principal. BS. The Agenda for the meeting is as follows:

Agenda:

- To discuss about the implementation of the previous meetings minutes


Prof.K.Srinivas

Vice Principal, Coordinator

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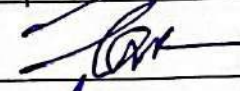
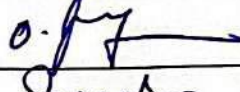
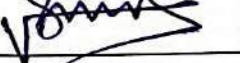
Anti-Ragging Committee

Minutes of Meeting

Date: 18-01-2022

The second meeting of anti-ragging committee was held today in the Board Room under the Chairmanship of Prof.K.Srinivas, Vice Principal. The following members were present for the meeting:

S.No.	Name of the Faculty	Designation	Signature
1	Prof.K.Srinivas, Vice Principal	Coordinator	KS
2	Mr.V.V.S.Sarma, HOD-CE	Member	Sarma 18/1/22
3	Mr.SK.S.Alisha, Coordinator-CE	Member	SK Alisha
4	Dr.R.V.D.Rama Rao, HOD-EEE	Member	Dr R
5	Mr. P Naveen, Coordinator-EEE	Member	Naveen
6	Dr.M.Venu, HOD-ME	Member	M Venu 18/1/22
7	Dr.N.Naga Krishna, Coordinator -ME	Member	N. Naga Krishna 18/01/22
8	Dr.N.Padmavathy, HOD -ECE	Member	Padmavathy 18-1-22
9	Mr.P.S.Maitrey, Coordinator -ECE	Member	P.S. Maitrey
10	Dr.Sumit Gupta HOD-CSE	Member	Dr
11	Mr.R Srinivasa Raju, Coordinator-CSE	Member	RS Raju
12	Mr.D.J.Nagendra Kumar, HOD-IT	Member	DJ
13	Mrs.M.Srilakshmi, Coordinator-IT	Member	M Sri
14	Dr. V. Rama Devi, HOD-BS	Member	V. Devi

15	Mr.Dr.R.Suryanarayana, Coordinator-BS	Member	
16	Dr.K.Ganga Raju,Coordinator-MBA	Member	
17	Mr.Rangarao Orugu-Student Coordinator	Member	
18	Mr.V S N Narasimha Raju- Student Coordinator	Member	

Agenda:

- Confirmation of Minutes of previous meeting
- Matters related to any complaints on ragging.
- Measures to monitor and prevent ragging

Minutes of Meeting:

- The coordinator welcomed the members of the committee and began with reading out the minutes of the previous meeting.
- Regarding matter relating to any complaints lodged with the Committee, it was decided that not a single complain has been lodged by any student showing that ragging is been prevented in the campus and further measures need to be taken.
- The coordinator congratulated the members for the effective working of the committee for maintaining strict discipline and monitoring at all parts of the campus.

As there were no other items for discussion, the meeting ended up with a vote of thanks to the members present.


Coordinator
K.Srinivas