



GOUTHAMI

INSTITUTE OF TECHNOLOGY AND MANAGEMENT FOR WOMEN

Approved by AICTE New Delhi,
Affiliated to JNTU Anantapur & SBTET, Vijayawada

Sai Nagar, Peddasetty Palli (V), Proddatur, Y.S.R Kadapa(Dist), A.P-516360 Cell :9491431101
E-mail : Principal.Bu@jntua.ac.in gtmw@gitamw.ac.in Website : gitamw.ac.in

Ref.: GITAMW/OR/SGRC/AY 2024-25

Date: 03.08.2024

OFFICE ORDER

Sub: Reconstitution of Students Grievance Redressal Committee for the Academic Year 2024-2025.

Ref: University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 F.1-13/2022 (CPP-II)/UGC / Regulation

The Students Grievance Redressal Committee for the Academic Year 2024-2025 is reconstituted with the following members and approved by the Governing Body.

Sl. No.	Name of the Faulty	Designation	Position	Contact No.
1	Dr. M.RAMA SUBBAMMA	Principal	Chairman	8978024409
2	D.VIJAYAMMA	Asst. Prof. & HOD H&S Dept.	Member	7013957152
3	S. SALEEMA	Asst. Prof. ECE Dept.	Member	7032008949
4	B.SINDHUJA	Asst. Prof. EEE Dept.	Member	7989834648
5	G.PRASANNA	Asst. Prof. CSE Dept.	Member	9676318424
6	N MANOGNA	Student /ECE	MEMBER	--
7	S PRATHYUSHA	Student/CSE	MEMBER	--
8	B SUKANYA	Student/EEE	MEMBER	--
9	M LAKSHMI PRASANNA	Student/AI&ML	MEMBER	--
10	Mr. KAKARLA GURRAPPA	Advocate	Member	9440024031




PRINCIPAL
Gouthami Institute of Technology and
Management for Women,
Peddasetty Palli (V),
Proddatur-516360, Kadapa (Dt)



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GRIEVANCE 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.

Objectives

- ✓ To maintain a fair, unbiased and consistent system for redressal of various issues faced by the students and faculty.
- ✓ To ensure strict confidentiality so that students approach the Grievance Redressal Cell without fear
- ✓ To maintain a conducive atmosphere and relationship between the students and faculty.
- ✓ To ascertain the grievances/issues and immediate/non-delayed/ suitable actions taken by the cell (or) management.

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.

Procedure

- The Grievance Redressal Cell will meet once in a semester and whenever applicable.
- If necessity arises that is, based on the nature of the grievance by the aggrieved students and faculty. The Grievance Redressal Cell will arrange the meet immediately to take necessary steps to redress the grievances.
- The students and faculty can drop their grievance letters in the grievances box provided in our campus, near the reception area or send online to the web portal <http://gitamw.rf.gd/cms/?i=1>.
- The grievances dropped in the suggestion boxes are collected periodically and analyzed by the committee.



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- The analysed report will be forwarded to the concern department for remarks/clarification.
- After receiving the remarks/clarification, the committee discusses about it.
- An inquiry meet will be arranged to hear the voices of both parties.
- Finally takes action, if found genuine, by the guidance of Chairman of the redressal cell.
- If the grievances are pertaining to the decision of the management, the committee will submit the same to the management. They will resolve the issues.
- If the grievances are found to be not reasonable, will be explained to the concerned student(s) and faculty.
- Separate registers are maintained for the grievances to record the date of grievance, grievance details, redressal details and date of redressal.
- Students having grievances with the internal evaluation process can directly approach the concerned faculty member, who in turn will discuss the performance of the student.
- Students are also free to consult the Head of the Department through Mentor in case of their unsolved grievances, if any.

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.

STUDENTS GRIEVANCE REDRESSAL COMMITTEE:

Sl. No.	Name of the Faulty	Designation	Position	Contact No.
1	Dr. M.RAMA SUBBAMMA	Principal	Chairman	8978024409
2	D.VIJAYAMMA	Asst. Prof. & HOD H&S Dept.	Member	7013957152
3	S. SALEEMA	Asst. Prof. ECE Dept.	Member	7032008949
4	B.SINDHUJA	Asst. Prof. EEE Dept.	Member	7989834648
5	G.PRASANNA	Asst. Prof. CSE Dept.	Member	9676318424
6	N MANOGNA	Student /ECE	MEMBER	--
7	S PRATHYUSHA	Student/CSE	MEMBER	--
8	B SUKANYA	Student/EEE	MEMBER	--
9	M LAKSHMI PRASANNA	Student/AI&ML	MEMBER	--

Students or individuals wishing to file complaints must submit their grievances to the Students Grievance Redressal Committee. Additionally, aggrieved parents and stakeholders are also welcome to approach the Grievance Redressal Committee for assistance.



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GRIEVANCE AND REDRESSAL COMMITTEE

Date: 06.12.2024

CIRCULAR

The members of the Grievances Redressal Committee are hereby informed that a meeting is scheduled as per the details below:

- **Date:** 07.12.2024
- **Time:** 4.00 p.m
- **Venue:** Principal chamber

Agenda:

1. Grievances from Suggestion Box/Mail.
2. Grievances received through portal
3. Grievances on Academic matters/Library
4. Any Grievances received from students department wise
5. Any other

All members are requested to kindly attend the meeting without fail.

Copy to: All GRC Committee Members


PRINCIPAL
PRINCIPAL
GOUTHAMI INSTITUTE OF TECHNOLOGY
AND MANAGEMENT FOR WOMEN
PEDDASETTYPALLI (VI),
PRODDATUR, Ananthapuramu (Dt.) A.P.



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GRIEVANCE AND REDRESSAL COMMITTEE

A meeting in connection with the Grievance and Redresses held on 07/12/2024 in principal chamber.

The following members were present.

Sl. No.	Name of the Faulty	Designation	Position	Contact No.	Sign.
1	Dr. M.RAMA SUBBAMMA	Principal	Chairman	8978024409	
2	D.VIJAYAMMA	Asst. Prof. & HOD H&S Dept.	Member	7013957152	
3	S. SALEEMA	Asst. Prof. ECE Dept.	Member	7032008949	
4	B.SINDHUJA	Asst. Prof. EEE Dept.	Member	7989834648	
5	G.PRASANNA	Asst. Prof. CSE Dept.	Member	9676318424	
6	N Manogna	Student /ECE	MEMBER	--	
7	S Prathyusha	Student/CSE	MEMBER	--	
8	B Sukanya	Student/EEE	MEMBER	--	
9	M Lakshmi Prasanna	Student/AI&ML	MEMBER	--	

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

1. 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.
2. Initiated to appoint students in Grievance Redressal committee.
3. From each Branch, Students are included in the anti-ragging committee.
4. The committee member's mobile numbers are displayed on the notice board for immediately accessing the committee to complain their problems.

GRIEVANCES:

1. No Grievances reported from the suggestion box and Portal.
2. Students are facing difficulty in subject
3. From Students:
 - Students requested Drinking water facility in third floor.
 - Students are requesting not to take theory subjects in Sports and Library Hour
 - Students are requesting two hours per week for sports
 - Students are complaining about Class rooms and washrooms cleanliness

PRINCIPAL

GOUTHAMI INSTITUTE OF TECHNOLOGY
AND MANAGEMENT FOR WOMEN
PEDDASETTYPALLI (V),
PRODDATUR DISTRICT, KADAPA (D-13)



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(Approved by A.I.C.T.E. New Delhi and Affiliated to J.N.T.U. Anantapur)
Sai Nagar, Peddasettypalli (V), Proddatur, Kadapa (Dt), A.P. – 516361.

Proceedings :GTMW/Circular-GBC/2024-25

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



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- 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.

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 Googleform 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.



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Sai Nagar, Peddasettypalli (V), Proddatur, Kadapa (Dt), A.P. – 516361.

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

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



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(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
Peddasettypalli, Proddatur, YSR Dist., A.P

Date: 03-08-2024

CIRCULAR

SUB: 2024-25/GITAMW/GRC Meeting-Reg.

All the members of the Grievance and redressal committee are informed to attend a meeting in the principal's office at 10.00 am on 05-08-2024.

Copy to
1) Committee members
2) IQAC


PRINCIPAL
Gouthami Institute of Technology
and Management for Women
Peddasettypalli (V),
Proddatur-516260, Kadapa (Dt.)



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Sai Nagar, Peddasettyipalli (V), Proddatur, Kadapa (Dt), A.P. – 516361.


GRIEVANCE REDRESSAL COMMITTEE
MINUTES OF OPENING MEETING 2024-2025

DATE OF MEETING :- 05-08-2024
VENUE :- Principal's Office

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 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
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Proddatur-516360, Kadapa (Dt.)



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Grievance Redressal Committee

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2	G.PRASANNA	Asst. Prof. CSE Dept.	Member	9676318424	<i>G. Prasanna</i>
3	Y. PRAKASH RAO	Asst. Prof. & Diploma Principal	Member	8328440921	<i>Y. Prakash Rao</i>
4	B.SINDHUJA	Asst. Prof. EEE Dept.	Member	7989834648	<i>B. Sindhuja</i>
5	D.VIJAYAMMA	Asst. Prof. & HOD H&S Dept.	Member	7013957152	<i>D. Vijayamma</i>
6	B.VENKATESWARAMMA	Asst. Prof. ECE Dept.	Member	905281889	<i>B. Venkateswaramma</i>

Website: <https://gitamw.ac.in/>
toll-free number: -100
circle police no:-100
website:- <https://citizen.appolice.gov.in/>

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E-mail : Principal.Bu@jntua.ac.in gtmw@gitamw.ac.in Website : gitamw.ac.in

Ref.: GITAMW/OR/SGRC/AY 2023-24

Date: 14.12.2023

OFFICE ORDER

Sub: Reconstitution of Students Grievance Redressal Committee for the Academic Year 2023-2024.

Ref: University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 F.1-13/2022 (CPP-II)/UGC / Regulation / 2023 dated 11th April 2023.

The Students Grievance Redressal Committee for the Academic Year 2023-2024 is reconstituted with the following members and approved by the Governing Body.

Sl. No.	Name of the Faulty	Designation	Position	Contact No.
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2	Mrs. G.PRASANNA	Asst. Prof. CSE Dept.	Member	9676318424
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6	Mrs. B.VENKATESWARAMMA	Asst. Prof. ECE Dept.	Member	905281889
7	Mr. KAKARLA GURRAPP	Advocate	Member	9440024031



M. Prasad
PRINCIPAL

Gouthami Institute of Technology and
Management for Women,
Peddasetty Palli (V),
Proddatur-516360, Kadapa (Dt.)



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Sai Nagar, Peddasetty Palli, Proddatur, YSR Kadapa, A.P-516360

Proceedings :GTMW/Circular-GRC/2023-24

Grievance and Redressal Committee

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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.
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- The students may feel free to put up a grievance in the website link Google form provided.
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Composition

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1	Dr. M.RAMA SUBBAMMA	Principal	Chairman	8978024409	M. Rama Subbamma 15/12
2	G.PRASANNA	Asst. Prof. CSE Dept.	Member	9676318424	G. Prasanna
3	Y. PRAKASH RAO	Asst. Prof. & Diploma Principal	Member	8328440921	Y. Prakash Rao
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Peddasettypalli, Proddatur, YSR Dist., A.P

Date: 14-09-2023

CIRCULAR

SUB: 2023-24/GITAMW/GRC Meeting-Reg.

All the members of the Grievance and redressal committee are informed to attend a meeting in the principal's office at 10.00 am on 15-10-2023.

PRINCIPAL

Gouthami Institute of Technology
and Management for Women
Peddasettypalli (V),
Proddatur-516300, N.T. Dist. (Dt.)

Copy to

- 1) Committee members
- 2) IQAC



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN
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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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- To forward the findings to the Management if necessary for further action.
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- 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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Sai Nagar, Peddasettypalli (V), Proddatur, Kadapa (Dt), A.P. – 516361.

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/>



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
Peddasettypalli, Proddatur, YSR Dist., A.P

Date: 14-12-2023

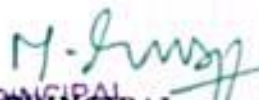
CIRCULAR

SUB: 2023-24/GITAMW/GRC Meeting-Reg.

All the members of the Grievance and redressal committee are informed to attend a meeting in the principal's office at 11.00 am on 15-12-2023.

Copy to

- 1) Committee members
- 2) IQAC


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



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

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. 



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GRIEVANCE REDRESSAL COMMITTEE

Minutes of Closing Meeting 2023-2024

Date of Meeting :- 27/07/2024
Venue :- Principal's Office

The following points were discussed during the Grievance Redressal Committee Meeting held

- Assigning staff members as in charges to receive complaints.
- Placed number of complaint box at Office of Principal for students to lodge their complaints / suggestions.
- The report of grievance committee is forwarded to Principal for further action.
- To discuss and approve the methods of Redressal and appropriate action to be taken in the matter.
- Any other item with the permission of Chair. As per the discussions conducted and the approved minutes in the said meeting action was taken as under.
- The mechanism of grievance Redressal by the College Grievance Redressal Cell was communicated to all the learners through:
 - a. Issuance of Notice to learners.
 - b. Comprehensive information link made available on the College website.



Signature of the Principal

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Grievance Redressal Committee

Sl. No.	Name of the Faulty	Designation	SIGNATURE
1	Dr. M.RAMA SUBBAMMA	Principal	M. Subbamma
2	G.PRASANNA	Asst. Prof. CSE Dept.	G. Prasanna
3	Y. PRAKASH RAO	Asst. Prof. & Diploma Principal	Y. Prakash Rao
4	B.SINDHUJA	Asst. Prof. EEE Dept.	B. Sindhuja
5	D.VIJAYAMMA	Asst. Prof. & HOD H&S Dept.	D. Vijayamma
6	B.VENKATESWARAMMA	Asst. Prof. ECE Dept.	B. Venkateswaramma

M. Subbamma
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Proddatur-516360, Kadapa (Dt.)

Website: <https://gitamw.ac.in/>
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circle police no:-100
website:- <https://citizen.appolice.gov.in/>