

Seven UG Programs accredited by National Board of Accreditation (Tier-1) \* Institute Accredited by NAAC with "A" Grade and ISO 9001-2008 Certified



# 5.1.5. The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases (5)

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## 30. Policy against Sexual Harassment

#### 1. Introduction

1.1 GMR Group recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior. Sexual Harassment is a criminal offence and punishable under relevant laws of the Country.

## 2. Policy against sexual harassment

- 2.1 For this purpose, "Sexual Harassment" includes any unwanted or unwarranted gesture or verbal sexual advances, sexually explicit and derogatory statements or remarks, sexually coloured remarks, avoidable and unwarranted physical contacts, willfully touching or patting, suggestive sexual remarks, sexually slanted and obscene jokes, vulgar comments about physical appearance, indecent invitations, use of pornographic material, demand for sexual favors, demanding sexual favor by making telephone calls or sending SMS/Mails, threats of physical assault or molestation on refusal by the employee by their superiors, colleagues or anyone who for the time being is in a position to sexually exploit or harass the employee at any work place which may contain:
  - 2.1 Implied or overt promise of preferential treatment in that employee's employment
  - 2.2 An implied or overt threat of detrimental treatment in that employee's employment or an implied or overt threat about the present or future employment status of that employee and includes the creation of a hostile working environment.
  - 2.3 The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.
  - 2.4 Such conduct that is humiliating and may constitute a health and safety problem
- **2.2** Sexual Harassment" amounts to serious misconduct in employment under the service rules / regulations governing employment.
- 2.3 This policy on Sexual Harassment applies to men and women; to like and opposite gender relationships; to relationships between supervisors and subordinates; teachers and students; doctors and patients; and peer relationships. GMR Group employees,

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customers, vendors, consultants, and anyone else doing business on our premises, as well as to those involved in activities in which our name is associated. All must comply with this policy.

#### 3. Objective

**3.1** GMR Group is strongly committed to having a workplace that ensures Equal Employment Opportunity. Group endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favor.

## 4. Applicability

**4.1** This policy applies to all GMR Group employees, In-House Consultants, Advisors and Employees on Contract. As a policy it applies to all locations, situations where GMR's business is conducted, in activities run in partnership with us and to all Institute-sponsored social events.

#### 5. POLICY & PROCEDURE

- **5.1** The Committee against sexual harassment will be represented by minimum 50% of members being women and the committee head will also be a woman.
- **5.2** Any person who wants to complain on sexual harassment is required to promptly inform the Committee against sexual harassment of such complaint, in writing and duly signed.
- **5.3** All complaints of sexual harassment shall be addressed in a confidential manner.
- **5.4** The Complaint will be investigated in a time-bound manner in accordance with principles of natural justice and a detailed report shall be maintained.
- **5.5** Based on the recommendations of the committee the Management will initiate action, as deemed appropriate.
- **5.6** Where the alleged conduct amounts to misconduct in employment under any Group's policy, appropriate disciplinary action shall be taken.
- 5.7 In case the employee who has made the complaint feels that the Committee against sexual harassment has not provided her/him due justice, the complaint can be escalated to the Group Chairman.
- **5.8** The committee will maintain Complaints Register/Soft Copy, keeping a track of complaints received, when the process began, procedure followed and date of closure.



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- **5.9** Action will be taken based on the recommendation of the committee and will commensurate with the degree of offence.
- **5.10** The policy also prohibits retaliation against any employee who brings an accusation of discrimination of sexual harassment or who assists with the investigation or resolution of sexual harassment.
- **5.11** This policy shall be displayed prominently in our GMR Intranet Portal, ensuring that all employees are aware of the same.
- **5.12**The time frame for investigating and closing the case is 3 months from the time it is brought to the notice of the Committee.

## 6. Frivolous or false charges

6.1 This policy shall not be used to bring forth frivolous or malicious charges against fellow employees. The GMR Group may take Disciplinary action under appropriate policy concerning personal misconduct as per the Code of Business Conduct and Ethics shall be taken against any employee bringing a false Accusation/ Charges of Sexual Harassment.

## 7. Committee against Sexual Harassment

**7.1** The committee against Sexual Harassment will comprise of the following members:

Particulars	Role
Ms. Meena Raghunathan	Head
Ms. Krishna Kumari Areti	Member
Ms. Vijaya Mohan Ram	Member
Mr. K Balasubramanian	Member
Mr. Y M Shiv Murthy	Member

- **7.2** The names of the above members will be circulated from time to time and will be displayed on the GMR intranet Portal (G-Net).
- **7.3** The registration of the complaint could be through e-mail to <a href="mailto:gmrshp@gmail.com">gmrshp@gmail.com</a> or by way of a written complaint. Necessary arrangements shall be made for both modes and details will be displayed prominently at every business location and on the GMR Intranet Portal (G-Net).





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## 31. Grievance Management Policy

## 1. Introduction

- 1.1 Individual Employee grievances and complaints which are primarily a manifestation of their dissatisfaction about working conditions, managerial decisions, if not promptly attended to may affect morale and productivity.
- **1.2** There is a need for formal grievance process to address such matters.

## 2. Objectives:

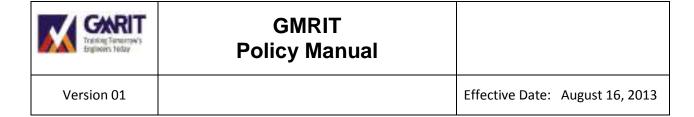
- **2.1** The objectives of the grievances process will be to settle:
  - **2.1.1** Grievances of the employees in the shortest possible time
  - **2.1.2** At the lowest possible management level
  - **2.1.3** With appellate stages so that it is fair, transparent and reasonable.

## 3. Eligibility & Applicability

3.1 All employees on regular rolls of the institute including contract employees

## 4. Scope and Coverage

- **4.1** Grievance for the purpose of this policy would mean dissatisfaction arising out of the decision of the Management concerning the employee.
- **4.2** Grievances for the purpose of this policy will cover individual grievances such as:
  - Payment of Salary
  - Recoveries of dues etc.
  - Increment \*
  - Working conditions/Health & Safety
  - Leave



- Medical Insurance / facilities
- Non-extension of benefits under rules
- Promotion\*
- Administration or Academic issues
- HR Policy administration
- Compensation & Benefits\*
- Related to Appraisals
- Reimbursements
- Interpersonal Conflicts/Issues with the HOD or team members
- Role fit
- Only grievance affecting an individual employee may be raised.
- Separation/Retention

# NOTE: "\*" Grievance can be raised within 2 weeks from the date of issue of an increment/promotion letter.

- **4.3** The grievance arising out of the following will not come under the purview of the grievance procedure:
  - Terms of appointment settled prior to joining
  - Matters relating to disciplinary enquiry / action
  - Where the grievance does not relate to an individual employee

## 5. Procedure for handling Grievances

The individual can raise grievance according to this procedure:

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#### 5.1 STAGE-I

- 5.1.1 The aggrieved employee may take up the grievance in writing with the HOD, who must try to resolve the grievance at that level within 5 working days.
- 5.1.2 In case any grievances needs more than 5 working days to resolve, the respective employee should be informed in writing in Form I within 5 working days of the receipt of grievance by the HOD.
- 5.1.3 In case the employee is not satisfied with the redressal of the grievance he/her may submit the grievance, in writing, to the Principal within 2 working days from end of 4.1.1 stage above with a copy to HR.
- 5.1.4 The Principal will record comments on the grievance form within 5 working days after making necessary enquiries and discuss with HR.
- 5.1.5 In case of any delay in resolving the grievance, the Principal will inform the aggrieved employee with a copy to HR of such a delay with reason from 5 working days of receipt of the grievance and commit to a resolution date not exceeding an extension time of 4 working days.

#### 5.2 **STAGE-II**:

- 5.2.1 In case the employee is not satisfied with the decision communicated to him/her at Stage-I or if she/he fails to receive the reply within the stipulated period, she/he may submit the grievance within a period of 2 working days from the date he/her receives final reply in stage I to Director Education who must give a personal hearing to the grievance and a brief of same should be documented.
- 5.2.2 The Director Education will examine the grievance in detail including discussions with the aggrieved employee, as necessary. The Director Education will give his /her reply to the aggrieved employee within 10 working days from the date of receipt of the grievance. Director Education may consult an expert neutral consultant or committee before taking final decision on the grievance.
- 5.2.3 Grievances pertaining to PMP such as Promotion, Compensation &



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Benefits or Performance Management Process on whole, the normalization process followed in the business will be invoked subject to there being a strong prima facie case for review as decided and recommended by Director Education.

#### 5.3 STAGE- III:

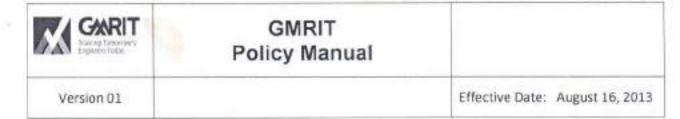
- 5.3.1 The aggrieved employee who is not satisfied with the decision of the Director –Education will have an option to appeal to CEO with the detailed reasons for the appeal.
- 5.3.2 The CEO will take a decision and communicate the same within 7 working days from the receipt of the appeal and the decision will be final and binding.

#### 6. GENERAL CONDITIONS:

- **6.1** If the grievance is against the HOD then employee can skip one level and escalate her/his grievance to next level.
- **6.2** The executive shall bring up the grievance immediately within a reasonable period of time not exceeding 3 months.
- 6.3 Only an aggrieved employee can raise the grievance
- **6.4** If the grievance arises out of an order given by the Management, the said order shall be complied with before the executive concerned invokes the procedure laid down for redressal of the grievance.
- **6.5** All the written complaints made, and the annexure provided, if any, will be given to employees as an acknowledgement.
- **6.6** Quarterly MIS to CEO will be provided on the various grievances raised by employees of the institute







## 33. POLICY TO ENSURE SAFETY & SECURITY OF STUDENTS & FACULTY MEMBERS, WITH SPECIAL EMPHASIS ON GIRLS AND WOMEN

## 1. Objective:

1.1. The objective of this policy is to ensure the safety and security of all the students and faculty members, with special emphasis on girls and women, studying / working in all the educational Institutions of GMR Varalakshmi Foundation. The policy shall be seen in conjunction with sexual harassment and anti-ragging policies.

## 2. Applicability

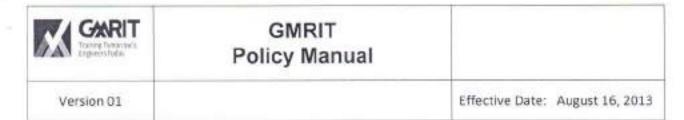
 The policy is applicable to GMRIT, SGCSRC Group of colleges and all schools run on behalf of GMRVF.

## 3. Policy and Procedures

- 3.1. The Director Education shall ensure that each Institute has a Security Oversight Committee (SOC) consisting of:
- Principal of the respective Institution (in the Chair) -1
- Two senior faculty members/Teachers (named each year by Principal GMRIT) of whom at least one shall be a lady faculty member – 2
- One non-teaching staff representative (named each year by Principal GMRIT) 1
- Security officer (co-opted, where relevant) -1
- Vigilance Volunteers: At least one Vigilance Volunteer from the student/Teacher/Staff –
   1
- Administrative Officer of the Institute (Ex-officio, for student cases) 1
- . Hostel Warden (Ex-officio for student cases) 1
- HR Manager 1
  - 3.2 The quorum: The quorum for the Committee to meet shall be 6 members.

In addition to the above 9 members, the SOC shall co-opt 2 faculty/teachers, and/or two parents, and/or two staff members depending on the cases being discussed in the committee. At least one of the two shall have the consent of the accused teacher/staff/student.

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Apart from the SOC, each institution shall appoint at least six Vigilance Volunteers (two each for students, faculty & non-teaching Staff). These volunteers would go on random rounds of the various areas of the institutions and its immediate surroundings on a day-to-day basis and suggest potential risks, problems as well as incidences, if any to the Principal and Director Education. Observations during the rounds shall be entered and reported in a standard prescribed format.

## 3.3 Formation of the Committee: Responsibility of Director, Education

- 3.3.1. The SOC shall meet at least once a month and undertake a general review of the conditions governing the Safety and Security of Students and employees (especially girl students and lady staff) in and around the Institutional premises, including the transportation system. The Committee must submit the Minutes of the Meeting to Director Education within one week of the conduct of meeting.
- 3.3.2. In case of any incident being reported, the Vigilance Committee should conduct an Enquiry immediately and submit the report to Director Education within three working days.
- 4. All disciplinary actions will need the CEO's approval.

The overall responsibility of ensuring that the process of safety and security works in all the GMR-managed educational institutions shall be that of the Director (Education). The respective Heads of the Institutions will be answerable for the safety and security of students, teachers and staff in their institutions.

In case of Schools managed by other Trusts, like the DAV or Chinmaya, while the Director Education will ensure that these Institutions also put in place a comprehensive safety and security framework, the primary responsibility of ensuring that schools operate in a safe and secure environment for students, teachers and staff will that be of the respective Principals.

## To be ensured by Respective Heads (Principals) of Institutions

- 4.1 Each institution shall institute a Sexual Harassment Committee.
- 4.2 Each institution shall Install CCTV Cameras at all the critical points of the institutions and it should be regularly monitored. This could be done internally with help from Raxa.

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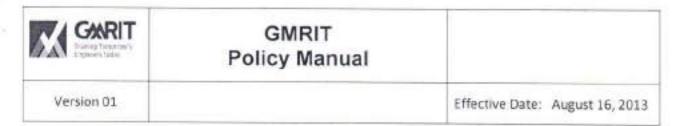
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4.3 Each Institution shall ensure that no girl student / lady faculty member is dropped as the last passenger in the Institution bus.

#### The Responsibility will be with the Respective Principals of the Institutions.

- 4.4 Each institution shall ensure that police verification of the antecedents for all the G Grade Staff Members (Drivers, Conductors, Attenders, and Housekeeping Staff) is carried out prior to their appointment in the institution. The exercise shall also be carried out for all such staff who have joined in the last two years. In the case of GMRIT and SGCSR Group of colleges, this shall be the responsibility of the HR Manager.
- 4.5 In case of outsourced services and manpower, all institution heads shall ensure; with support from HR that the vendor carries out the police verification of all the outsourced staff members and the copy of the verification report submitted to GMRVF. All outsourced staff members must be issued with an ID card by the vendors with photographs which should be regularly checked by the security personnel on daily basis while entering the campus.
- 4.6 Where transport services are outsourced, the agreement must ensure that the responsibility of the safety and security of the children/staff in the buses will be that of the owner/operator. The owner/operator shall ensure proper verification of the Licenses and the antecedents of the drivers, conductors and cleaners deployed in the bus. They shall ensure that the drivers/conductors/cleaners stay in vehicle only and they should not enter the academic area. The drivers/conductors/cleaners should not chat or get into any unnecessary conversation with the students. Any physical contact such as touching a child will be viewed seriously.
- 4.7 Each Institute shall maintain a permission register to record the student's movement in and out of the campus with the student's name, escort's name (wherever applicable), signature, time etc.
- 4.8 In case of residential girl students it should be ensured that students are allowed to go out of the campus, (day-outing) only with due permission from concerned authorities. In case a girl student wants to go home, it shall be with the prior permission of concerned authorities and parents.
- 4.9 At the beginning of the year, parents shall provide a list of authorized visitors to the hostels who may be permitted to meet their ward. The details of all visitors shall be entered into a register and only authorized visitors should be permitted the visit. In case

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of unauthorized visitors meeting the wards, the parents may be duly intimated, where possible.

- 4.10 All Institutions to create a separate e-mail id (and even a telephone number if possible) for reporting of such incidents, and communicate the same to all the students and staff members for reporting any incident.
- 4.11 All the Institutions to display posters at prominent places of the campus for communicating about the safety and security of girl child/lady staff.
- 4.12 All Institutions to conduct periodic sessions with students and staff members to communicate about the Policy.



## Mail Sent to JNTUK

patoprincipal@gmrit.edu.in <patoprincipal@gmrit.edu.in>

Thu 12/3/2020 10:30 AM

To: Mr Gokulan R,Civil < gokulan.r@gmrit.edu.in>



Ref. No. GMRIT / 2019-20:47

## Formulated the Women Grievance Cell with the following members

S.No	Member Name	Designation	Mobile No.	Mail id
1.	Dr.CLVRSV.Prasad (Principal)	Chairman	9441406014	Prasad.clvrsv@gmrgroup.in
2.	Dr.J.Raja Murugadoss (Vice Principal)	Alternate Chairman	9443122702	RajaMurugadoss.J@gmrgroup.in
3.	Dr.P.Kanchanmala (Professor)	Member	7893541017	kanchanamala.p@gmrit.edu.in
4.	Dr.PNL Pavani (Asso. Prof)	Member	9701022808	Pavani.pnl@gmrit.edu.in
5.	Dr.G.Kalyani (Asst. Professor)	Member	9491657084	<u>Kalyani.g@gmrit.edu.in</u>
6	Mr.Soumyakanta Mishra (AGM-HR)	Member	9704683458	Soumyakanta.mishra@gmrgroup.in

This is for your kind approval and enabling to forward the same to JNTUK

22.10.2019

## GMR INSTITUTE OF TECHNOLOGY

GMR NAGAR, RAJAM-532127 SRIKAKULAM DIST., A.P

Sub: Preventive measures for Anti-ragging –Reg.

1. Name of the institution : GMR INSTITUTE OF TECHNOLOGY

2. Address : GMR NAGAR, RAJAM-532127

Srikakulam Dist., A.P

3. Name & Address of the : JNTU Kakinada, Kakinada-533003

Affiliating University Andhra Pradesh

4. Name & Address of DTE or any : Dept. of Technical Education, Govt. of A.P.

other related state govt office. 5<sup>th</sup> & 6<sup>th</sup> Floors, BRKR Building Tank Bund Road, Hyderabad, A.P.

5. Date of constitution of Anti-Ragging On 2<sup>nd</sup> July, 2010 the Anti-ragging

Committee : Committee was constituted for the

Year 2010-11.

6. Contact details of in-charge : Dr.K.Gouru Naidu, Professor, Dept. of BS&H

GMRIT, RAJAM-532127 Mobile No.9441813807 E-mail: gourunaidu.k@qmrit.org

7. Date of constitution Anti-Ragging : On 2<sup>nd</sup> July, 2010 the Anti-ragging

Squad was constituted for the

Year 2010-11.

8. Number of surprise raids conducted: Weekly three times

By squad

9. Number of ragging incidents reported : -NIL-

10. Action taken on reported ragging cases: -NIL-

11. Number of Monitoring Cell constituted: 04

12. Incorporation of directions as provisioned under clause 11 (a) of the regulation in the

prospectus / advertisement issued for admission. Yes

13. Receipts of affidavit from the student and parents as envisaged under the regulation.

Yes, receipts are being maintained.

**PRINCIPAL** 

# GMR Institute of Technology An Autonomous Institute Affiliated to JNTUK, Kakinada GARIT Training Torrorrow's Engineers Today

Date: 06.08.2019

## Anti-ragging Committees 2019-2020:

It is decided to see that all the Disciplinary and Anti-ragging committees constituted function effectively at the specified locations viz. on Campus, Hostels & outside Campus. Following are the details of Hostel Squad and Anti Ragging Committee.

For the Boys hostel there shall be Three Teams. Each team shall visit the Boy's Hostel as per the weekly schedule given below between 9.00 PM to 10.30 PM. The Hostel Supervisor shall accompany the Team during the visit of the committees. Mr. Bh.Arun Kumar, Physical Director, AO (Hostels), shall be the overall in-charge.

Dr. V. Rambabu, Professor In-charge, (Non-Academic Student Affairs), shall oversee that all the committees in different places operate with synergy to maintain the discipline inside and outside the campus.

Hostel Squad for Boys Hostel:

Team No.	Members	Days
1	<ol> <li>Dr. D Tejeswara Rao(BS&amp;H)</li> <li>Dr. G. V. S. S. Sharma (Mech)</li> <li>Dr V.Srinadh (CSE)</li> </ol>	Sunday
2	<ol> <li>Dr. S. S. Gantayat (CSE)</li> <li>Dr. K. Karthick (EEE)</li> <li>Mr NSS Ramakrishna (EEE)</li> </ol>	Monday
3	<ol> <li>Dr T.Samuel (BS&amp;H)</li> <li>Mr. M. Vykunta Rao (Mech)</li> <li>Dr. V. Prasad (CSE)</li> </ol>	Tuesday
4	<ol> <li>Mr. O. Kishore(ECE)</li> <li>Mr. H. Joga Rao (CHEM)</li> <li>Dr. B. Santhosh Kumar (CSE)</li> </ol>	Wednesday
5	<ol> <li>Dr Rajendra Kumar Dash (BS&amp;H)</li> <li>Mr. B. M. S. Srinivas (ECE)</li> <li>Dr S P Mishra (EEE)</li> </ol>	Thursday
6	Dr. Y. Aditya (BS&H)     Dr. Ravi Sankar Saxena(ECE)     Mr. D. Srinivasa Rao (ECE)	Friday
7	<ol> <li>Dr. R. Cristin (CSE)</li> <li>Mr. P. Ravi Kumar(ECE)</li> <li>Mr. B. Anil Kumar(ECE)</li> </ol>	Saturday

Hostel squad for Girls Hostel:

1	Mrs. P Akhila (IT)     Ms. Sireesha (ME)	Monday
2	Mrs. UY.Divya Prasanthi (BS&H)     Dr. Dhana Lakshmi (EEE)	Tuesday



3	Ms Adyasha Rath (IT)     Mrs. P Akhila (IT)     Mrs. T. Geetamma (ECE)	Wednesday
4	Mrs. J. Sheela (CSE)     Mrs. Durga Kameswari (ECE)     Mrs. Lakshimi Devi(CSE)	Thursday
5	Mrs. N.V.Lalitha (ECE)     Mrs. P. Geetha (BS&H)     Ms.Santhoshini Sahu (CSE)	Friday
6	Mrs. K. Srividya (CSE)     Ms.Y.Divya Bharathi (CSE)	Saturday

During Sundays/Holidays HoDs are requested to visit the hostels. In boys & Girls hostels log book shall be maintained by the Hostel staff and the faculty members who visit for inspection as per the schedule shall enter in-time and out-time without fail.

## Anti-Ragging Committees:

Dept.	Members
Mech	Dr.S.Ranganathan
	Mr. B.V.Suresh
	Mr. K.Santa Rao
Civil	Dr.J.Venkateshwara Rao
	Dr.Jyoti Prakash Giri
	Mr. SSG.Prasad
ECE	Dr. V. Kannan
	Dr. A. Sudhakar
	Dr. T. V. S. Divakar
	Dr. A. Siva Sangari
CSE	Dr. V. Thiruppathy Kesavan
	Dr. K. Lakshmana Rao
	Mrs. A. Bhavani
	Mr. K. Phani Babu
IT	Dr. P.Kanchanamala
	Mr. A. V .Ramana
	Mr M satish
CHEM	Mr. P. Satya Sagar
	Mr. H. Joga Rao
	Dr. M. Gangadhar
EEE	Mr. M. Vinay Kumar
	Mr. R. Ramakrishna
	Mr. N. S. S. Ramakrishna
PE	Mr. S. D. Kaushik
	Mr. P. V. V. Pawan Kumar
BS&H	Dr. K Gourunaidu
	Dr. VSSR Gupta
	Dr. C V Seshaiah
	Dr. M.P.Srinivasa Rao

Committee for outside campus	
<ol> <li>Dr. Bh. Arun Kumar (PD)</li> </ol>	9866163076
2. Dr.K.Gowru Naidu (BS&H)	9441813807
<ol> <li>Mr. M. Eswara Rao(BS&amp;H)</li> </ol>	9440452120
4. Dr K Koteswara Rao(BS&H)	8978360987
<ol> <li>Mr.A. Sai Prasad(CSO)</li> </ol>	8008734366
. Mr. M. Rambabu (EEE)	9985456004
Mr.J.Venkata Suman (ECE)	9985571930
8. Dr.T.Prabhakar ( ECE)	9573870114
Dr. M. Gangadhar (CHEM)	9866074500
0. Mr. N. V. A. Ravikumar (PE)	9912861080
1. Mr.T.Butchi Naidu(ECE)	9440035751
2. Mr B. Nagamani Naidu (BS&H)	7396023867
3. Dr. M. Balajee (CSE)	8333016578
4. Mr. M. Ramachandra (CSE)	9000267038
<ol><li>Mr. G. V. D. Mohan(Mech)</li></ol>	9490489150
6. Mr.N.Govind(Library)	9908395152
7. Mr.K.S.B.Prasad(civil)	9959905802
8. Mr. K. Surya Prathap (Parent)	9985289903
9. Mr. A. Vasu (Parent)	9440459445
0. Mr.Annand (Parent)	9440490262
<ol> <li>Mr.sisty. Lakshun naidu (Parent)</li> </ol>	9177275725
Z. Mr.v ramana master (Parent)	9618316444
<ol><li>Mr.S Nagabhushan Rao (Parent)</li></ol>	9440576948
4. Mr.D. Satyam Naidu (Parent)	9440130083
<ol><li>Mr.Appa Rao (Parent)</li></ol>	8106972815
<ol> <li>Mr. K. Bangararaju(4<sup>re</sup> Chem)</li> </ol>	7032625680
<ol> <li>Mr. Gouse Mastan (4th Civil)</li> </ol>	9177023193
8. Mr. Surya Kumar (4th Civil)	7989277256
9. Mr. Suneel Kumar (3 <sup>rd</sup> Civil)	7989638760
<ol> <li>Mr. Surendra (3<sup>rd</sup> Chem)</li> </ol>	9948293063
<ol> <li>Mr. Devendra (4th Civil)</li> </ol>	9908011382
<ol> <li>Mr. B. Srinivasa Kumar (3<sup>rd</sup> CSE)</li> </ol>	8008150992
<ol> <li>Mr. M. Karun(3<sup>rd</sup> ECE)</li> </ol>	7995523637

The above committees shall see that no student is involved in any sort of ragging in the campus, outside campus and in hostels. Disciplinary action shall be initiated in case any student is found involved. Dr. K Gowru Naidu (BS&H) is nominated as Warden for outside campus.



In Boys Hostels

VINDHYA	SATPURA	ARAVALLI	NILGIRI
Mr.T. Yogi	Mr. M. Mohit Gupta Kumar	Mr. K. Malleswara Rao	Mr. S. Sareef
Mr.T. Narendra Kumar	Mr. B. Prem Kumar	Mr. B. Harsha Vardhan	Mr. K. K. Koushik
Mr. B. S. Vamsi Krishna	Mr. Y. Sridatta	Mr. L. Jeevan Prakash Raj	Mr. P. Ravi
Mr. S. Nanda Kishore	Mr. M. Bhuvanesh Rao	Mr. S. Mahesh	Mr. K. Ravi Teja

In Girls Hostels

Nagavali	Vamsadhara	
1. Ms. V. Swathi Kiran	Ms. D. Santoshini	
2. Ms. Preethi	<ol><li>Ms. B. Jaya teja</li></ol>	
3. Ms. P. Naga Ramani	3. Ms. N. Swetha	
	4. Ms. G. Malvika	
	5. Ms. K. Swathi	
	6. Ms. Ch. Revathi	

The above committees along with Dr. Bh. Arun Kumar (Ao-Hostels) & Dr. G. Kalyani (In charge-Girls Hostel) shall see that no student is involved in any sort of ragging in the hostels. If any student is found involved in ragging, disciplinary action will be initiated. Student members in anti-ragging committees should see that students do not involve in any sort of ragging. If they come across any student involved in ragging, immediately the faculty co-ordinators are to be informed.

Srikakulam – 1	1) Dr. D. Srinivasa Kumar (ME) 2) Mr. M. Lakshmi Prasad (BS&H) 3) Mr.B.Hariprasada Rao (Server Room)*
Srikakulam – 2	1) Dr. V. Dilleswara Rao(BS&H)* 2) Mr. K. Vijay Kumar (ECE) 3) Mr. P. Kalyan Chakravarthy (ECE)
Frikakulam-3	1) Mr. Naidu(ME) 2) Mr. S. P. Sekhar Rao (BS&H)*
Frikakulam-5	1) Mr. P. Damodara Rao ( EEE )* 2) Mr. A. Sudhakar (ECE)
Srikalulam-7	1) Mr. K. Shankar (ECE) 2) Mr. G. Vykunta Rao (BS&H)* 3) Mr. Ch. Koteswara Rao (CSE)
Srikakulam-4	1) Mr. K. Muralidhar (IT)* 2) Phanindra (ECE)
Vizianagaram	1) Mr. M. Satish(IT)* 2) Mr. B. Ramakrishna (MECH)

\*Bus Co-Odrinators

The above committee to ensure, discipline and students do not involve in ragging while traveling in the college bus, the above members are nominated as antiragging committee members.



Date: 09.07.2018

## **Anti-ragging Committees 2018-2019:**

It is decided to see that all the Disciplinary and Anti-ragging committees constituted function effectively at the specified locations viz. on Campus, Hostels & outside Campus. Following are the details of Hostel Squad and Anti Ragging Committee.

For the Boys hostel there shall be Three Teams. Each team shall visit the Boy's Hostel as per the weekly schedule given below between 9.00 PM to 10.30 PM. The Hostel Supervisor shall accompany the Team during the visit of the committees. Mr. Bh.Arun Kumar, Physical Director, shall be the overall in-charge.

Hostel Squad for Boys Hostel:

Team No.	Members Days		
1	<ol> <li>Dr. D Tejeswara Rao(BS&amp;H)</li> </ol>	Sunday	
	2. Dr. G. V. S. S. Sharma (Mech)		
	3. Dr. P. Anbhazhagan (CSE)		
2	<ol> <li>Mr. Satya Keerthi(IT)</li> </ol>	Monday	
	2. Dr. K. Karthick (EEE)		
	3. Mr. D. Rajesh Babu (EEE)		
3	<ol> <li>Dr D. Krishna Rao (BS&amp;H)</li> </ol>	Tuesday	
	2. Mr. M. Vykunta Rao (Mech)		
	3. Mr. K. Phani Babu (CSE)		
4	<ol> <li>Dr. Ravi Sankar Saxena(ECE)</li> </ol>	Wednesday	
	2. Mr. H. Joga Rao (CHEM)		
	3. Dr. V. Prasad(CSE)		
5	<ol> <li>Dr Rajendra Kumar Dash (BS&amp;H)</li> </ol>	Thursday	
	2. Mr. G.Nooka Raju (ECE)		
	3. Mr. M. Prem Kumar (EEE)		
6	1. Dr. C V Seshaiah (BS&H)	Friday	
	2. Mr. Krishna Kishore(ECE)		
	3. Mr. B. Anil Kumar (ECE)		
7	1. Mr. S. Velliangiri (CSE)	Saturday	
	2. Mr. Satya Kiran(ECE)		
	3. Dr. M. Katrivelu(ECE)		

Hostel squad for Girls Hostel:

obter bqua	101 011 13 1105te1 <u>:</u>	
1	1. Mrs. M. Jyothi(IT)	Monday
	2. Ms. Sireesha (ME)	
	3. Ms. M. Sai Priya (Civil)	
2	1. Mrs. P. Geetha (BS&H)	Tuesday
	2. Ms. S. Aishwariya (Civil)	
	3. Dr. Dhana Lakshmi (EEE)	
3	1. Mrs. V. Vasudharani(IT)	Wednesday
	2. Dr. P. Kanchanamala (IT)	
	3. Mrs. T. Geetamma (ECE)	

Page **1** of **3** 

4	1. Mrs. J. Sheela (CSE)	Thursday
	2. Mrs. PNL Pavani (Mech)	
	<ol><li>Mrs. Lakshimi Devi(CSE)</li></ol>	
5	1. Mrs. N.V.Lalitha (ECE)	Friday
	2. Dr. P Sumati Kumari (BS&H)	
	3. Dr. R.Priya Vaijayanthi (CSE)	
6	1. Dr. A. Anupama (IT)	Saturday
	2. Dr. A. Siva Sangari (ECE)	
	3. Mrs. K. Srividya (CSE)	

 $\textbf{During Sundays/Holidays HoDs are requested to visit the hostels}. \ \textbf{In boys \& Girls hostels log book}$ shall be maintained by the Hostel staff and the faculty members who visit for inspection as per the schedule shall enter in-time and out-time without fail.

## **Anti-Ragging Committees:**

At Departn	ients

At Department	Members		
Department			
Mechanical	Mr.MVS.Babu		
	Mr. Suresh		
	Mr. K.Santa Rao		
Civil	Mr. SSG.Prasad		
	Mr. K. Gopi Shankar		
	Dr. J. Venkateswara Rao		
ECE	Dr. V. Kannan		
	Dr. V. Jagan Naveen		
	Dr. T. V. S. Divakar		
	Mrs. N.V. Lalitha		
CSE	Dr. V.Sreerama Murthy		
	Mr.M Rama Chandra		
	Mr. Aditya Kumar Sahu		
	Mr.Ch.Chakaradhara Rao		
IT	Dr. P.Kanchanamala		
	Mr. A. V .Ramana		
	Mr. Ch. V. R Vinod Kumar		
CHEM	Dr. R. Srikanth		
	Mr. H. Joga Rao		
	Dr. M. Gangadhar		
EEE	Mr. M. Vinay Kumar		
	Mr. R. Ramakrishna		
	Mr. N. S. S. Ramakrishna		
PE	Mr. S. D. Kaushik		
	Mr. P. V. V. Pawan Kumar		
BS&H	Dr. K Gourunaidu		
	Dr. VSSR Gupta		
	Dr. C V Seshaiah		
	Dr. D. Krishna Rao		

Col	mmittee for outside campus	
1.	Dr. Bh. Arun Kumar (PD)	9866163076
2.	Dr.K.Gowru Naidu (BS&H)	9441813807
3.	Mr. M. Eswara Rao(BS&H)	9440452120
4.	Dr K Koteswara Rao(BS&H)	8978360987
5.	Mr.A. Sai Prasad(CSO)	8008734366
6.	Mr. M. Rambabu (EEÉ)	9985456004
7.	Mr.J.Venkata Suman (ECE)	9985571930
8.	Dr.T.Prabhakar ( ECE)	9573870114
9.	Dr. M. Gangadhar (CHEM)	9866074500
10.	Mr. N. V. A. Ravikumar (PE)	9912861080
11.	Mr.T.Butchi Naidu(ECE)	9440035751
	Mr B. Nagamani Naidu (BS&H)	7396023867
13.	Mr.Rakesh Naidu(IT)	7382109837
14.	Mr. G. V. D. Mohan(Mech)	9490489150
	Mr.N.Govind(Library)	9908395152
16.	Mr.K.S.B.Prasad(civil)	9959905802
17.	Mr.G. Venkata Ramana (Parent)	7093921854
18.	Mr. K. Surya Prathap (Parent)	9985289903
19.	Mr. B. Raju (Parent)	7382920107
20.	Mr. D. K. Viswanadham (Parent)	8639494130
21.	Mr. A. Rambabu (Parent)	9154872212
22.	Mr. G. Butcchin Dora (Parent)	9848412841
23.	Mr. B. Mrali Mohan Rao (Parent)	9550682141
24.	Mr. B. Peda Appanna (Parent)	9441708155
25.	Mr. B. Lakshmana Rao (Parent)	8096200174
26.	Mr. B. Krishna Murthy (Parent)	9247869734
27.	Mr. G. Anand (Parent)	8074267610
	Mr. Krishnam Naidu (Parent)	9440955220
	Mr. S. N. Bhushana Rao (Parent)	9440576948
	Mr. K. Bangararaju(3 <sup>rd</sup> Chem)	7032625680
	Mr. P. Siva Gangadhar (4 <sup>th</sup> EEE)	9676247455
	Mr. P. Srikanth (4 <sup>th</sup> ECE)	9703511176
	Mr. K. Prasad (4 <sup>th</sup> IT)	8247694816
	Mr. U. Sai Vamsi Krishna (4 <sup>th</sup> CSE)	8008366050
	Mr. K. Bargav (4 <sup>th</sup> ECE)	9963825776
	Mr. B. V. S. S. D. Prasad (4th Civil)	9063253361
	Mr. B. Srinivasa Kumar (2 <sup>nd</sup> CSE)	8008150992
	Mr. M. Karun(2 <sup>nd</sup> ECE)	7995523637
	Mr. P. Srikanth (4th Chem.)	8885272276
	Mr. Abishek(4th Mech.)	7032844673
	Mr. B. Vamsi Krishna Reddy (2 <sup>nd</sup> PE)	9000906367
42.	Mr. K. Ravindra (4th PE)	9550473839

Page 2 of 3

The above committees shall see that no student is involved in any sort of ragging in the campus, outside campus and in hostels. Disciplinary action shall be initiated in case any student is found involved. Dr. K Gowru Naidu (BS&H) is nominated as Warden for outside campus.

**In Boys Hostels** 

VINDHYA	SATPURA	ARAVALLI	NILGIRI
Mr. M. Sankar	Mr. R. Gopala Krishna	Mr. B. Chandra Kiran	Mr. M. Mohith Gupta Kumar
Mr. T. Yogi	Mr. N. V. Suneel Kumar	Mr. R. Ramalingeswara Rao	Mr. P. Bharat Singaveer
Mr. B. Pavan	Mr. M. Prasanth	Mr. S. Vishal Gupta	Mr. P. Appala Naidu
Mr. Dheeraj Kumar Sahu	Mr. Ch. Vivek Sumanth	Mr. K. Karthik	Mr. M. Syam Sai Satish

#### **In Girls Hostels**

Nagavali	Vamsadhara
1. Ms. V. Bhargavi (CSE)	1. Ms. Gowri Priyanka (ECE)
2. Ms. K. Sukeerthi (CSE)	2. Ms. P. Yasaswi (CSE)
3. Ms. T. Keerthana (CSE)	3. Ms. B. Harshini (IT)
	4. Ms. Mahima Chowdhary (EEE)
	5. Ms. Ratna Kumari (CSE)
	6. Ms. M. Lakshmi Soumya (IT)

The above committees along with Mr. A. Rama Rao (Ao-Hostels) & Ms. Ch. Lakshmi (Warden-Girls Hostel) shall see that no student is involved in any sort of ragging in the hostels. If any student is found involved in ragging, disciplinary action will be initiated. Student members in anti-ragging committees should see that students do not involve in any sort of ragging. If they come across any student involved in ragging, immediately the faculty co-ordinators are to be informed.

1) Dr. D. Srinivasa Kumar (ME)		
2) Mr. M. Lakshmi Prasad (BS&H)		
3) Mr.B.Hariprasada Rao (Server Room)*		
1) Mr. A. Prasanth Kumar (CSE)*		
2) Mr. K. Vijay Kumar (ECE)		
3) Mr. P. Kalyan Chakravarthy (ECE)		
1) Mr. P. Eswaraji(BS&H)*		
2)Mr. Mr. S. P. Sekhar Rao (BS&H)		
1) Mr. P. Damodara Rao ( Mech )*		
2) Mr. P. V. Sagar (BS&H)		
3) Dr. V. Chittibabu(Mech)		
1) Dr. V. Dilleswara Rao(BS&H)*		
2) Mr. N. Bhargav (ECE)		
3) Mr. A L Naidu (MECH)		
1) Mr. K. Shankar (ECE)		
2) Mr. G. Vykunta Rao (BS&H)*		
3) Mr. Ch. Koteswara Rao(CSE)		
1) Mr. K. Muralidhar (IT)*		
2) Mr. P Siva Kumar Raju (MECH)		
1) Mr. M. Satish(IT)*		
2) Mr. B. Ramakrishna (MECH)		

#### \*Bus Co-Odrinators

The above committee to ensure, discipline and students do not involve in ragging while traveling in the college bus, the above members are nominated as antiragging committee members.

**Dr. V. Rambabu, Professor In-charge, (Non-Academic Student Affairs),** shall oversee that all the committees in different places operate with synergy to maintain the discipline inside and outside the campus.



Date: 25.07.2017

## Anti-ragging Committees 2017-2018:

It is decided to see that all the Disciplinary and Anti-ragging committees constituted function effectively at the specified locations viz. on Campus, Hostels & outside Campus.

Following are the details of Hostel Squad and Anti Ragging Committee.

For the Boys hostel there shall be Three Teams. Each team shall visit the Boy's Hostel as per the weekly schedule given below between 9.00 PM to 10.30 PM. The Hostel Supervisor shall accompany the Team during the visit of the committees.

Mr. Bh.Arun Kumar, Physical Director, shall be the overall in-charge.

## Hostel Squad for Boys Hostel:

Team Number	Members	Days
1	Dr. D Tejeswara Rao(BS&H)     Dr. A. Saravana Kumar (Mech)     Dr.B.D.Deebak (CSE)	Sunday
2	Mr. Satya Keerthi(IT)     Mr. J. S. V. Sivakumar (EEE)     Mr. D. Rajesh Babu (EEE)	Monday
3	Dr M.P.Srinivasa Rao (BS&H)     Dr. P. Govinda Rao (ME)     Mr. V. Srinadh(CSE)	Tuesday
4	Dr. Vijaya Rajan (ECE)     Mr. H. Joga Rao (CHEM)     Dr. V. Prasad(CSE)	Wednesday
5	Dr. R. Vijaya Kumar (ECE)     Mr. D. Venkataramana (ECE)	Thursday
The state of the s		Friday
7	Dr. S. S. Gantayat (CSE)     Mr. Satya Kiran(ECE)     Dr. Katrivelu(ECE)	Saturday

Hostel squad for Girls Hostel:

1	Mrs.M.Jyothi(IT)     Mrs. Durga Kameswari(ECE)     Ms. G. Neelima (CSE)	Monday
2	Mrs. P. Geetha (B\$&H)     Mrs. Sruthi Reddy (ECE)     Mrs. I.Srilakshmi (CSE)	Tuesday
3	Mrs. V. Vasudharani(IT)     Mrs. Sireesha (Mech)     Mrs. T. Geetamma (ECE)	Wednesday



4	Mrs. K. Srividya (CSE)	Thursday
	<ol><li>Mrs. M. Vijaya Bharathi (CSE)</li></ol>	
	3. Mrs. PNL Pavani (Mech)	
5	1. Dr. A. Anupama (IT)	Friday
	<ol><li>Mrs. Siva Sangari (ECE)</li></ol>	97
	<ol><li>Dr. R.Priya Vaijayanthi (CSE)</li></ol>	
6	Mrs. Lakshimi Devi(CSE)	Saturday
	<ol><li>Mrs. Lalitha (ECE)</li></ol>	100 May 200 May 1
	<ol><li>Mrs. G. Kalyani(Chem)</li></ol>	

During Sundays/Holidays HoDs are requested to visit the hostels.

In boys & Girls hostels log book shall be maintained by the Hostel staff and the faculty members who visit for inspection as per the schedule shall enter in-time and out-time without

Anti-Ragging Committees:

Department	Members
Mechanical	Mr.MVS.Babu
	Mr. Suresh
	Mr. K.Santa Rao
Civil	Mr. SSG.Prasad
	Mr. K. Gopi Shankar
	Dr. J. Venkateswara Rao
ECE	Dr. G. Manmadha Rao
	Dr. V. Jagan Naveen
	Dr.P M K Prasad
	Mrs. N.V. Lalitha
CSE	Dr. V.Sreerama Murthy
	Mr.M Rama Chandra
	Mr.K. Koteswara Rao
	Mr.Ch.Chakaradhara Rac
T	Dr. Ajit Kumar Rout
	Mr. A. V .Ramana
erenne –	Mr. Ch.V.R Vinod Kumar
CHEM	Dr. R. Srikanth
	Mr.H. Joga Rao
	Dr. M. Gangadhar
EEE	Mr. M. Vinay Kumar
	Mr. R. Ramakrishna
	Mr. N. S. S. Ramakrishna
PE	Mr. S. D. Kaushik
	Mr. P. V. V. Pawan Kumar
BS&H	Dr. K. Koteswara Rao
	Dr. M. V.Subba Rao
	Dr. K Kumara Swamy
	Dr. A Manickam

Committee for outside campus	
<ol> <li>Dr. Bh. Arun Kumar (PD)</li> </ol>	9866163076
2. Dr.K.Gowru Naidu (BS&H)	9441813807
<ol><li>Mr. M. Eswara Rao(BS&amp;H)</li></ol>	9440452120
<ol> <li>Mr. Ch.Gopala Rao (BS&amp;H)</li> </ol>	9492542912
<ol><li>Mr.A. Sai Prasad(CSO)</li></ol>	9440334830
6. Mr. M. Rambabu (EEE)	9985456004
7. Mr.J.Venkata Suman (ECE)	9985571930
8. Mr. A. Appa Rao (PE)	9440436840
<ol><li>Dr. M. Gangadhar (CHEM)</li></ol>	9866074500
<ol><li>Mr.T.Butchi Naidu(ECE)</li></ol>	9440035751
<ol><li>Mr B. Nagamani Naidu (BS&amp;H)</li></ol>	7396023867
<ol><li>Mr.Rakesh Naidu(IT)</li></ol>	7382109837
<ol><li>Mr. G. Vamsi Durga Mohan (Mech</li></ol>	9490489150
14. Mr.N.Govind(Library)	9908395152
15. Mr.K.S.B.Prasad(civil)	9959905802
<ol><li>Mr. A. Anjali Rao (Parent)</li></ol>	9492843381
<ol><li>Mr. A. Vijay Kumar (Parent)</li></ol>	8500590370
<ol><li>Mr. K. Surya Prathap (Parent)</li></ol>	9985289903
19. Mr. T. Prasada Rao(Parent)	9948207214
<ol><li>Mr. G. Appala Naidu (Parent)</li></ol>	9573910806
21. Mr. A. G. V. S. Prasada Rao(Paren	20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
22. Mr. Ch. Lakshmana Rao (Parent)	8639345468
23. Mr. B. Krishna(Parent)	9640729223
24. Mr. S. Jeevana Kumar (Parent)	9010986678
25. Mr. B. NarayanaRao (Parent)	9704996245
<ol><li>Mr. krishnam naidu (Parent)</li></ol>	9440955220
27. Mrs. B. Subhasini (Parent)	9493472273
28. Mr D. Tejeswara Rao (Parent)	9490474508
29. Mr S. Nagabhusana Rao(Parent)	9440576948
30. Mr Y. V. Ramana(Parent)	8106820478
31. Mr. A. Dileep Kumar (3rd CSE)	7702345502
32. Mr. K. Bangararaju (2nd Chem)	7032625680
33. Mr. M. M. Dalendradev (2nd IT)	9133165188
34. Mr. B. Ramoji Rao (4th EEE)	7075320689
35. Mr. A. A. Ashish (4th Civil)	7036929073
36. Mr. T. Santosh (3rd Chemical)	9676067181
37. Mr. B. Sabarish (3rd Chemical)	8142330093
38. Mr. G. Hemanth (3rd ECE)	9550752200
39. Mr. G. Santhosh (3rd ECE)	8008539947
40. Mr. M. Rajesh (3rd Mech)	8096896561
41. Mr. P. Prakash (3rd Mech)	9100474494

The above committees shall see that no student is involved in any sort of ragging in the campus, outside campus and in hostels. Disciplinary action shall be initiated in case any student is found involved. Dr. K Gowru Naidu (BS&H) is nominated as Warden for outside campus.

2-15

In Boys Hostels

Vindhya	Satpura Aravali		Nilgiri	
Mr. M. Jaya Ram	Mr. P. Vinod Kumar	Mr. G. Mohan Sai	Mr. M. Kaladhar	
Mr. B. Amaranadh	Mr. M. Satya Venkata Sai	Mr. L. Hanuman sai	Mr. M. Mehadhi Hussain	
Mr. P. Trinadh	Mr. V. S. S. V. Prasad	Mr. S. Usha Kiran	Mr. P. Satya Niroop	
Mr. CH. Madhava Sai	Mr. A. V. S. Venkatesh	Mr. K. Mahesh	Mr. G S B Raviteia	

#### In Girls Hostels

Nagavali	Vamsadhara		
Ms. J. Sai Prasannambica (CSE)     Ms. J. Joy Madhuri (CHEM)     Ms. B. Harshini (IT)     MS. Ch. Harshitha (IT)	Ms. D. V. S. Mounika (Chem)     Ms. K.Anisha (Chem)     Ms. Sharmila (Csit)     Ms.ashmitha (EEE)     Ms. S.Pooja sri (ME)     Ms. P. Geetha Maduri (ME)     Ms. V. Vshnavi (Chem)     Ms. R. Niharika (Civil)		

The above committees shall see that no student is involved in any sort of ragging in the hostels. If any student is found involved in ragging, disciplinary action will be initiated. Student members in anti-ragging committees should see that students do not involve in any sort of ragging. If they come across any student involved in ragging, immediately the faculty co-ordinators are to be informed.

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	-	u.	31	_	٠.

Srikakulam – 1	1) Dr. D. Srinivasa Kumar (ME) 2) Mr. M. Lakshmi Prasad (BS&H) 3) Mr.B.Hariprasada Rao (Server Room)*	
Srikakulam - 2	1) Mr. A. Prasanth Kumar (CSE)* 2) Mr. Mr. K. Muralidhar (IT) 3) Mr. P. Kalyan Chakravarthy (ECE)	
Srikakulam-3	1) Mr. P. Eswaraji(BS&H)* 2)Mr. Mr. S. P. Sekhar Rao (BS&H)	
Srikakulam-5	1) Mr. P. Damodara Rao ( Mech )* 2) Mr. P. V. Sagar (BS&H) 3) Dr. V. Chittibabu(Mech)	
Srikakual – 6	1) Dr. V. Dilleswara Rao(BS&H)* 2) Mr. N. Bhargav (ECE) 3) Mr. P Siva Kumar Raju (MECH)	
Srikalulam-7	Mr. K. Shankar (ECE)     Mr. Ch. Koteswara Rao(CSE)	
Vizianagaram.	1) Mr. M. Satish(IT)* 2) Mr. B. Ramakrishna (MECH)	

## **Bus Co-Odrinators**

The above committee to ensure, discipline and students do not involve in ragging while traveling in the college bus, the above members are nominated as antiragging committee members.

Dr. G. Sasikumar, Coordinator (Students Affairs), shall oversee that all the committees in different places operate with synergy to maintain the discipline inside and outside the campus.

Date: 21.07,2016

## Anti ragging Committees 2016-2017:

It is decided to see that all the Disciplinary and Anti-ragging committees constituted function effectively at the specified locations viz. on Campus, Hostels & outside Campus.

Following are the details of Hostel Squad and Anti Ragging Committee.

For the Boys hostel there shall be Three Teams, Each team shall visit the Boy's Hostel as per the weekly schedule given below between 9.00 PM to 10.30 PM. The Hostel Supervisor shall accompany the Team during the visit of the committees.

Mr. Bh.Arun Kumar, Physical Director, shall be the overall in-charge.

#### Hostel Squad for Boys Hostel:

Team Number	Members	Days
1	<ol> <li>Dr. R. L. Naidu (BS&amp;H)</li> <li>Dr.D.K.BEBARTA (CSE)</li> <li>Mr. G.Babu Rao (CHEM)</li> </ol>	Sunday
2	<ol> <li>Mr.A.K.Rout(IT)</li> <li>Mr. J. S. V. Sivakumar (EEE)</li> <li>Mr. D. Rajesh Babu (EEE)</li> </ol>	Monday
3	<ol> <li>Dr M.P. Srinivasa Rao (BS&amp;H)</li> <li>Mr. P. Govinda Rao (ME)</li> <li>Mr. Ch. Sreenu Babu(CSE)</li> </ol>	Tuesday
4	<ol> <li>Dr. R. Srikanth (CHEM)</li> <li>Mr.H. Joga rao (CHEM)</li> <li>Dr. A. V. Ramana (CSE)</li> </ol>	Wednesday
5	Dr. V. Jagan Naveen(ECE)     Mr.D.Venkataramana (ECE)     Dr G. Manmadha Rao (ECE)	Thursday
6	<ol> <li>Dr. G. Chandra Sekhar (EEE)</li> <li>Mr.B Anil Kumar(ECE)</li> <li>Mr. P. M. K. Prasad(ECE)</li> </ol>	Friday
7	<ol> <li>Dr. S. S. Gantayat (CSE)</li> <li>Mr. P.Devi Pradeep(ECE)</li> <li>Dr. V. S. S. R. Gupta(BS&amp;H)</li> </ol>	Saturday

#### Hostel squad for Girls Hostel:

1	<ol> <li>Dr. R.Priya Vaijayanthi (CSE)</li> </ol>	Sunday
	<ol><li>Mrs. G. Kalyani(Chem)</li></ol>	100000000000000000000000000000000000000
2	<ol><li>Mrs.M.Jyothi(IT)</li></ol>	Monday
	4. Mrs. Durga Kameswari(ECE)	

	5. Ms. G. Neelima	
3	<ol> <li>Mrs. G. Anuradha (CSE)</li> <li>Dr. P. Kalpana (Chem)</li> </ol>	Tuesday
4	<ol> <li>Mrs. V. Vasudharani(IT)</li> <li>Mrs. K. Jayasree (CSE)</li> <li>Mrs. T. Geetamma (ECE)</li> </ol>	Wednesday
5	<ol> <li>Mrs. K. Srividya (CSE)</li> <li>Mrs. M. Vijaya Bharathi (CSE)</li> <li>Mrs. PNL Pavani (Mech)</li> </ol>	Thursday
6	<ol> <li>Mrs.V.Mahalakshmi (CSE)</li> <li>Mrs. Siva Sangari (ECE)</li> </ol>	Friday
7	Mrs. Lakshimi Devi(CSE)     Mrs. Lalitha (ECE)     Dr.P.Kanchanamala (IT)	Saturday

During Sundays/Holidays HoDs are requested to visit the hostels.

In boys & Girls hostels log book shall be maintained by the Hostel staff and the faculty members who visit for inspection as per the schedule shall enter in-time and out-time without fail.

## Anti-Ragging Committees:

At Departments

Department	Members
Mechanical	Mr.MVS.Babu
	Dr.K.Prasad Raa
	Mr. K.Santa Rao
Civil	Mr.55G.Prosad
	Mr.K.Gopi Shankar
	Mr.J.Venkateswara Rao
ECE	Dr.G.Manmadha Rao
	Dr.V.Jagan Naveen
	Mr.PMK Prasad
	Mrs. N.V. Lalitha
C5E	Dr. V.Sreerama Murthy
	Mr.M Rama Chandra
	Mr.K. Koteswara Rao
	Mr.Ch.Chakaradhara Rao
IT	Mr.Ajit Kumar Rout
	Mr.A.V.Ramana
esias jul s	Mr.Ch.V.R Vinod Kumar
Ch.E	Dr.R.Srikanth
	Mr.H. Joga Rao
	Mr.G.Babu Rao
EE	Mr. M. Vinay Kumar
	Mr. R. Ramakrishna
	Mr. I. Rovi Kiran
E	Mr.Mr.5.D.Kaushik
	Mr.P.V.V.Pawan Kumar
SAH	Dr. R. Suryanarayana
	Dr M.V.Subba Rao
	Mr.M.Eswara Rao

Con	mittee for outside campus	
1,	Mr. Bh. Arun Kumar (PD)	9866163076
2.	Dr.K.Gowru Naidu (BS&H)	9441813807
3.	Mr.A.Ganopathi Rao(BS&H)	9948799784
4.	Mr.Ch.Gopala Rao (BS&H)	9492542912
5.	Mr.A.Sai Prasad(CSO)	9440334830
6.	Mr.D.Tirumala Rao (ECE)	9392179070
7.	Mr. M. Rambabu (EEE)	9985456004
В.	Mr.J.Venkata Suman (ECE)	9985571930
9,	Mr.A.Appa Rao (PE)	9440436840
10.	Dr.M. Gangadhar (CHEM)	9866074500
11.	Mr.T.Butchi Naidu(ECE)	9440035751
12.	Mr B.Nagamani Naidu (BS&H)	7396023867
13.	Mr.B.Suresh(MECH)	8688239140
14.	Mr.Rakesh Naidu(IT)	7382109837
15.	Mr.G.Vamsi Durga Mohan(Mech)	9490489150
16.	Mr.N.Govind(Library)	9908395152
7.	Mr.K.S.B.Prasad(civil)	9959905802
8.	Mr. M. Krishnam naidu	9440955220
9.	Mr. T. Satish	9494692987
0.	Mr. S. Naga bhusana Rao	9440576948
1	Mr. V. Appala naidu	8897851393
22.	Mr. Janu	9652233806
23.	Mr. B. Santa Rao(Parent)	9440303396
24.	Mr.Pydiraju(Parent)	9705208715
25.	Mr. Rahul(4th Chemical)	7036898372
6.	Mr. Bhangav(4th CSE)	7386738982
7.	Mr. Josiph(4th EEE)	9440899984
8.	Mr. Satish(4 <sup>th</sup> CSE)	9550814486
9.	Mr. Praveen(4th PE)	7893555522
0.	Mr. Murthy (4th CSE)	9640359075
1.	Mr. B. Chandra Sekhar	9059850634
32.	Mr. Anil(4th Mech)	7702264299

The above committees shall see that no student is involved in any sort of ragging in the campus, outside campus and in hostels. Disciplinary action shall be initiated in case any student is found involved. Dr. K Gowru Naidu (BS&H) is nominated as Warden for outside campus.

In Boys Hostels

Vindhya	Satpura	Aravali	Nilgiri	
K.Gavardhan Naidu(ME)	P.Ramesh Naveen(CSE)	P. Aditya(CSE)	K. Venkata Ram Harsha(CSE)	
S.Venkatesh	K. Kamalesh Babu(ECE)	D. Pavan Kumar(ECE)	Y. Herald Paul(ECE)	
K. Ramanujam(ME)	R. Srinivas(EEE)	B. Ashish(ECE)	MVS Sai Teja(EEE)	

In Girls Hostels

Nagavali	Vamsadhara
<ol> <li>Ms. B. Ramya (3<sup>nd</sup> ECE)</li> <li>Ms. N. Sravani (3<sup>nd</sup> ECE)</li> </ol>	<ol> <li>Ms. I. Jay Madhuri (2<sup>nd</sup> Chem)</li> <li>Ms. 5. Bhagyasree(2<sup>nd</sup> C5E)</li> </ol>
3) Ms. Naga Sandhya (3 <sup>rd</sup> Mech)	Ms. N. Sai Lakshmi Teja (2 <sup>rd</sup> ECE)
	4) Ms. B. Pushpitha (4th IT)
	<ol> <li>Ms. Bhanu Praneetha (4<sup>th</sup> Mech)</li> </ol>
	<ol> <li>Ms. Y. Gnana Sireesha (4<sup>th</sup> Chem)</li> </ol>

The above committees shall see that no student is involved in any sort of ragging in the hostels. If any student is found involved in ragging, disciplinary action will be initiated. Student members in anti-ragging committees should see that students do not involve in any sort of ragging. If they come across any student involved in ragging, immediately the faculty co-ordinators are to be informed.

Srikakulam - 1	1) Dr. D. Srinivasa Kumar (BS&H)
	2) Dr. B. Satyannarayana (BS&H)
	3) Mr.B.Hariprasada Rao (Server Room)*
Srikakulam - 2	1) Mr. P. Eswaraji(BS&H)*
	2)Mr. Ch. Srinivasa Rao(BS&H)
Srikakulam-4	1) Mr. A. Prasanth Kumar (CSE)*
	2) Mr. P. Kalyan Chakravarthy(ECE)
	3) Mr. K. Vijay Kumar(ECE)
Srikakual - 5	1) Mr. P. Damodara Rao ( Mech )*
	2) Mr. P. V. Sagar (BS&H)
	3) Dr. V. Chittibabu(Mech)
Srikalulam-6	1) Dr. V. Dilleswara Rao(BS&H)*
	2) Dr. R. Surya Narayana(BS&H)
Vizianagaram	1) Mr. M. Satish(IT)*
	2) Mr. T. Ramprasad (BS&H)
	3) Mr. M. Vinay Kumar(EEE)

#### \* Bus Co-Odringtors

The above committee to ensure, discipline and students do not involve in ragging while traveling in the college bus, the above members are nominated as antiragging committee members.

Dr. G. Sasikumar, Coordinator (Students Affairs), shall oversee that all the committees in different places operate with synergy to maintain the discipline inside and outside the campus,

## **GMR INSTITUTE OF TECHNOLOGY-RAJAM**

Date:06.07.2015

## **Antiragging Committees 2015-16:**

- It is decided to see that all the Disciplinary and Anti-ragging committees constituted function effectively at the specified locations viz. on Campus, Hostels & outside Campus.
- Following are the details of Hostel Squad and Anti Ragging Committee.

For the Boys hostel there shall be four teams. Each team shall visit the boy's hostel as per the weekly schedule given below between 9.00 PM to 10.30 PM. The hostel supervisor shall accompany the team during the visit of the committees. Mr. Bh.Arun Kumar, Physical Director, shall be the overall in-charge.

**Hostel Squad for Boys Hostel:** 

Team Number	Members	Days
1	<ol> <li>Mr A.V.Ramana(IT)</li> <li>Dr.S.S.Gantayat (CSE)</li> <li>Mr. G.Babu Rao (CHEM)</li> </ol>	Sunday
2	Mr.A.K.Rout(IT)     Mr. Ch. Sreenu Babu (CSE)     Mr. V. Balaji Venkateswaran (EEE)	Monday
3	<ol> <li>Dr. R.L.Naidu (BS&amp;H)</li> <li>Mr. P.Govinda Rao (ME)</li> <li>Mr. Mr. D.Rajesh babu (EEE)</li> </ol>	Tuesday
4	<ol> <li>Mr A.V.Ramana (CSE)</li> <li>Mr.H. Joga rao (CHEM)</li> <li>Mr.M.Srikanth (BS&amp;H)</li> </ol>	Wednesday
5	Mr.V. Srindh(CSE)     Mr.D.Venkataramana (ECE)     Mr.M.Srikanth (BS&H)	Thursday
6	<ol> <li>Mr.A.Ganapathi Rao(BS&amp;H)</li> <li>Mr.B Anil Kumar(ECE)</li> <li>Mr.P. Upendra Kumar (EEE)</li> </ol>	Friday
7	<ol> <li>Mr.G. Narasinga Rao (CSE)</li> <li>Mr.P.Devi Pradeep(ECE)</li> <li>Mr.B.Niranjana Rao (CHEM)</li> </ol>	Saturday

**Hostel squad for Girls Hostel:** 

or Giris Hoster.	
1. Mrs.M.Jyothi(IT)	Monday
<ol><li>Mrs.M.Vijaya Bharathi (CSE)</li></ol>	
3. Mrs.P. Mythili (Chem)	
Mrs.I.Srilakshmi(CSE)	Tuesday
2. Mrs G.Anuradha (CSE)	
3. Dr. P.Kalpana (Chem)	
Mrs.V.Vasudharani(IT)	Wednesday
2. Mrs.K.Srividya (CSE)	
3. Mrs. T. Geetamma (ECE)	
Mrs.K.Jayasree (CSE)	Thursday
2. Ms.G.Neelima(CSE)	
<ol><li>Mrs. PNL Pavani (Mech)</li></ol>	
<ol> <li>Mrs.R.Siva Ranjani(CSE)</li> </ol>	Friday
2. Mrs.G.Kalyani(Chem)	
3. Mrs.P.Geeta (BS&H)	
Mrs.Lakshimi Devi(CSE)	Saturday
2. Mrs.S. VaniKumari (CSÉ)	
3. Dr.K.Syamala(BS&H)	
	1. Mrs.M.Jyothi(IT) 2. Mrs.M.Vijaya Bharathi (CSE) 3. Mrs.P. Mythili (Chem) 1. Mrs.I.Srilakshmi(CSE) 2. Mrs G.Anuradha (CSE) 3. Dr. P.Kalpana (Chem) 1. Mrs.V.Vasudharani(IT) 2. Mrs.K.Srividya (CSE) 3. Mrs. T. Geetamma (ECE) 1. Mrs.K.Jayasree (CSE) 2. Ms.G.Neelima(CSE) 3. Mrs. PNL Pavani (Mech) 1. Mrs.R.Siva Ranjani(CSE) 2. Mrs.G.Kalyani(Chem) 3. Mrs.P.Geeta (BS&H) 1. Mrs.Lakshimi Devi(CSE) 2. Mrs.S. VaniKumari (CSE)

During Sundays/Holidays HoDs are requested to visit the hostels.

In boys & Girls hostels log book shall be maintained by the Hostel staff and the faculty members who visit for inspection as per the schedule shall enter in-time and out-time without fail.

### **Anti-Ragging Committees:**

**At Departments** 

At Departments		
Members		
Mr.MVS.Babu		
Dr.K.Prasad Rao		
Dr.R.UmaMaheswara Rao		
Mr.SSG.Prasad		
Mr.K.Gopi Shankar		
Mr.J.Venkateswara Rao		
Dr.G.Manmadha Rao		
Dr.V.Jagan Naveen		
Mr.PMK Prasad		
Mrs. N.V. Lalitha		
Dr. V.Sreerama Murthy		
Mr.M Rama Chandra		
Mr.K. Koteswara Rao		
Mr.Ch.Chakaradhara Rao		
Mr.Ajit Kumar Rout		
Mr.A.V.Ramana		
Mr.Ch.V.R Vinod Kumar		
Dr.R.Srikanth		
Mr.H. Joga Rao		
Mr.G.Babu Rao		
Mr. M. Vinay Kumar		
Mr. R. Ramakrishna		
Mr. I. Ravi Kiran		
Mr.A.Appa Rao		
Mr.V.Manoj		
Dr. M.P.Srinivasa Rao		
Dr. K.V.S.Prasad		
Mr.M.Eswara Rao		

Co	Committee for outside campus				
1.	Mr.Bh.Arun Kumar (PD)	9866163076			
2.	Dr.K.Gowru Naidu (BS&H)	9441813807			
3.	Mr.A.Sai Prasad(CSO)	9440334830			
4.	Dr.KVS Prasad (BS&H)	9866832277			
5.	Mr.D.Tirumala Rao (ECE)	9392179070			
6.	Mr.M.Rambabu (EEE)	9985456004			
7.	Mr.J.Venkata Suman (ECE)	9985571930			
8.	Mr.A.Appa Rao (PE)	9440436840			
9.	Dr.M. Gangadhar (CHEM)	9866074500			
10.	Mr.T.Butchi Naidu(ECE)	9440035751			
11.	Mr.G.Suresn(ECE)	9885837385			
	Dr.K.Koteswara Rao (BSH)	8978360987			
	Mr.B.Suresh(MECH)	8688239140			
	Mr.Rakesh Naidu(IT)	7382109837			
	Mr.G.Vamsi Durga Mohan(Mech)	9490489150			
	Mr.N.Govind(Library)	9908395152			
	Mr.K.S.B.Prasad(civil)	9959905802			
	Mr.V Prasad (Parent)	9603305987			
	Mr.R V G Naidu(Parent)	9441058511			
	Mr.R.Vijay Kumar(Parent)	9440348431			
	Mr.S.Jaganmohan Rao(Parent)	9989994896			
	Mr.Pydiraju(Parent)	9705208715			
	Mr.B. Rameshkumar (4th ECE)	9490756309			
	Mr.CH. Hema Sundar (4th Mech)	7075323262			
	Mr.K. Ganesh Kumar(4th Mech)	9010363945			
	Mr.Sai Kumar(4 <sup>th</sup> PE)	9542404235			
	Mr.Suman(4 <sup>th</sup> EEE)	8179171664			
	Mr.Praveen Kumar(4th ECE)	8106444106			
	Mr.Bharat(4 <sup>th</sup> Mech)	7382120250			
30.	Mr.Nanaji(4 <sup>th</sup> CSE)	9866076413			

The above committees shall see that no student is involved in any sort of ragging in the campus, outside campus and in hostels. Disciplinary action shall be initiated in case any student is found involved. **Dr. K Gowru Naidu (BS&H)** is nominated as Warden for outside campus.

In Boys Hostels

Vindhya	Satpura	Aravali	Nilgiri
K.Govardhan Naidu(ME)	P.Ramesh Naveen(CSE)	P.Aditya(CSE)	K.Venkata Ram Harsha(CSE)
S.Venkatesh	K.Kamalesh Babu(ECE)	D.Pavan Kumar(ECE)	Y.Herald Paul(ECE)
K.Ramanujam(ME)	R.Srinivas(EEE)	B.Ashish(ECE)	MVS Sai Teja(EEE)

### In Girls Hostels

Nagavali	Vamsadhara	
1) T.Bhavya(3 <sup>rd</sup> MECH	4) N.Sravani(2 <sup>nd</sup> ECE)	
2) P.Anjana Anthika(3rd EEE)	5) BVS.Mounika (2 <sup>nd</sup> CHEM)	
3) Picini Mounika(3rd ECE)	6) P.Hima bindu (2 <sup>nd</sup> ECE)	
	7) G.Kavya (4 <sup>th</sup> EEE)	
	8) K.Lakshmi Bhanusri(EEE)	
	9) G.Meena Gayatri (ECE)	

The above committees shall see that no student is involved in any sort of ragging in the hostels. If any student is found involved in ragging, disciplinary action will be initiated. Student members in anti-ragging

committees should see that students do not involve in any sort of ragging. If they come across any student involved in ragging, immediately the faculty co-ordinators are to be informed.

In Buses: Srikakulam – 1	-	1) Dr. D.Srinivasa Kumar (BS&H) 2) Dr.B.Satyannarayana (BS&H) 3) Mr.B.Hariprasada Rao (Server Room)
Srikakulam – 2	-	1) Mr.P.Eswaraji(BS&H)* 2)Mr.S.Hari Krishna Rao(BS&H) 3)Mr.Ch.Srinivasa Rao(BS&H)
Srikakulam-4	-	1) Mr. <b>A.Prasanth Kumar (CSE)</b> * 2) Mr.P.Kalyan Chakravarthy(ECE) 3) Mr.K.Vijay Kumar(ECE)
Srikakual – 5	-	1) Mr.P.Damodara Rao ( Mech )* 2) Mr.P.V.Sagar (BS&H) 3) Dr.V.Chittibabu(Mech)
Srikalulam-6	-	1) Dr. <b>V.Dilleswara Rao(BS&amp;H)</b> * 2) Dr.R.Surya Narayana(BS&H)
Vizianagaram	-	1) Mr.M.Satish(IT)* 2) MrT.Ramprasad (BS&H) 3) Mr.M.Vinay Kumar(EEE)

#### \* Bus Co-Odrinators

The above committee to ensure, discipline and students do not involve in ragging while traveling in the college bus, the above members are nominated as antiragging committee members.

Associate Dean (F&S) Dr.M.V.Nageswara Rao shall oversee that all the committees in different places operate with synergy to maintain the discipline inside and outside the campus.

## **GMR Institute of Technology**

An Autonomous Institute Affiliated to JNTUK, Kakinada

All UG Programs accredited by National Board of Accreditation (Tier-1)
Institute Accredited by NAAC with "A" Grade and ISO 9001-2008 Certified



GMR Nagar, Rajam-532 127 Srikakulam (Dist.) Andhra Pradesh CIN U80301AP2003NPL042195 T +91 (8941) 251 592/251 593/ 252 989 F +91 (8941) 251 591 W www.gmrit.org

## **Policy for Grievance Redressal**

GMRIT has an effective mechanism in place to deal with day-to-day grievances related to students. Any student with a genuine grievance may be send through <a href="mailto:mentor@gmrit.org">mentor@gmrit.org</a> or Suggestions/Complaints Box or Tab titled "submit a complaint" in the GMRIT website.

Grievances submitted by the students are addressed systematically with active involvement and cooperation of the respective Dept. (dealing with the substantive function connected with the grievance), maintaining necessary confidentiality in handling process, as the issue may be.

"A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with GMRIT that a Student/Parent/Faculty/Staff member thinks, believes, or even feels, is unfair, unjust or inequitable."

## **Objectives**

- 1.- To introduce a fair, impartial and consistent mechanism for redressal of varied issues faced by the students.
- 2. To uphold the dignity of the GMRIT by promoting cordial Student-Student relationship, Student-teacher relationship.
- 3. To develop a responsive and accountable attitude among all students, there by maintaining a harmonious atmosphere in the campus
- 4. To advise students to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason
- 5. To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality.

#### **Committee**

- 1. Principal Chairperson
- 2. Vice Principal Member
- 3. Faculty coordinator (Student affairs) Member(s)
- 4. Respective HOD Member
- 5. Senior professor from other department
- 6. Lady Staff member from other department in case of representation from girl students Member

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#### **Functions**

- 1. To provide with proper advocacy to students to express their grievances freely and frankly without any fear of being victimized;
- 2. To ensure speedy disposal of every grievance application within a maximum period of 15 days of the receipt of application;
- 3. To obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues involved with the parties named in the grievance application.
- 4. To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines;
- 5. To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process.

## **Types of Grievances**

- 1. **Academic related** such as Admissions, Attendance status, Assessment, Library facilities, Remedial coaching, Arrears clearing, Issuing of certificates, Special counseling, etc.
- 2. **Co-Curricular & Extra-curricular** such as registration in the clubs, awarding prizes, Selection for Sports events, etc.
- 3. Amenities & Maintenance such as Hostel accommodation, Standard of meal, Wi- Fi internet connectivity, Laptops servicing warrantee, Utility-stores/Tuck-shops in the hostels/campus, Computer facilities, Drinking water, Sanitation & maintenance, Security, Medical facilities, Ambulance, etc.
- 4. **Placements & Internships** such as On-campus or off-campus interviews, internships, soft skill training, etc.
- **5. General administration** such as Collection of fee, Updating of CMS, HR issues, Transport, Road safety, General discipline, etc.
- 6. Other issues such as gender discrimination, etc.

#### **Exclusions:**

The following Grievances shall not be construed for consideration and disposal:

- 1. Decisions with regard to the award of fellowships, fee concessions, medals, etc.
- 2. Decisions with regard to disciplinary matters and misconduct.
- 3. Decisions with regard to the recruitment and selection.

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- 4. Decisions by competent authority on assessment and examination result.
- 5. Decisions of the Academic Council/Other Academic Committees
- 6. Complaints involving policy matters in which the complainant has not been affected directly/indirectly.
- 7. Anonymous or frivolous complaints

## 4) Grievance Redressal Procedure:

- a. An aggrieved student shall first present his/her grievance verbally or in writing to the concerned head of the department. The HOD is required to furnish the answer.
- b. If the student is not satisfied with the answer, he/she can approach to the Associate Dean (F&S) for that purpose directly. The Associate Dean (F&S) must give his/her answer of the presentation of the complainant(s).
- c. If the student is not satisfied with the answer, he/she can approach to the Principal. The Principal can constitute a "Grievance Redressal Committee" which shall evaluate the case and make its recommendations to Principal of presentation of the case. The student would be communicated the recommendation.
- d. If the committee fails to take the decision within the stipulated time of the student is not satisfied with the decision, he/she can an appeal for revision to management. Management is supposed to communicate its decision of student's revised petition.

**Principal** 

Dr. CLVRSV Prasad

PRINCIPAL

GMR Institute of Technology GMR Nagar Rajam 532127 AP

## GMR INSTITUTE OF TECHNOLOGY - RAJAM

Ref: GMRIT / Cir-1 / 2016 Date: 06.02.2016

Keeping in view of AICTE / UGC / JNTUK guidelines, the institute constitutes "Grievance Redressal Committee", with the following members with immediate effect.

S.No.	Name of the member	Designation	Mobile No.
1	Dr.CLVRSV.Prasad (Principal – GMRIT)	Chairman	9441406014
2	Dr.J.Raja Murugadoss (Vice Principal - GMRIT)	Member	9701872323
3	Dr.M.V.Nageswra Rao (Asso Dean - Faculty & Students)	Member	9440498761
4	Mr.AV.Ramana (CSE)	Member	9440539954
5	Mrs.PNL Pavani (Mech)	Member	9703839423
6	Mr.Dheeraj Singh (SAO-Admn)	Member	9908292299
7	Mr.Soumya Kanta Mishra (AGM-HR)	Member	9704683458
8	Mr.P.Murali (SAO-Acad)	Member	9866539404

Vice Principal

CC: Principal, All HOD's, Notice Boards, Boys Hostel, Girls Hostel, SAO-Gen, Members, SAO-A, PA to Vice Principal