



SRI SAI INSTITUTE OF TECHNOLOGY AND SCIENCE

(Approved by AICTE New Delhi & Affiliated to JNT University, Anantapuram)

RAYACHOTY - 516 270, ANNAMAYYA DISTRICT, A.P.

DATE: 03-01-2025

STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SGRC)

In accordance with the University Grants Commission (UGC) (Redress of Grievances of Students) Regulations, 2019, and to ensure a transparent, fair, and responsive mechanism for addressing grievances, Sri Sai Institute of Technology and Science, Rayachoty has constituted the Students' Grievance Redressal Committee (SGRC).

Functions of the cell

Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student- teacher relationship etc.

Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

Suggestion / complaint Box have been installed in front of the Administrative Block in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Advising All the Students to refrain from inciting Students against other Students, teachers and College Administration Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought into the notice of the Principal.

Facilities of the cell

The person is unwilling to appear in person, grievances may drop in writing at the letterbox/ suggestion box of the Grievance Cell across the institute.

Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell



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Committee Composition

Committee consists of one senior faculty as a coordinator and one faculty member from each department and one student member from each section.

S. No	Name & Designation	Position	Phone No	Signature
1	Dr. V. Balaji Principal	Chair Person	9100040190	
2	Dr. M. Sudhakar Reddy Vice-Principal	Convener	9100040184	
3	Ms. C. Rajya Lakshmi Asst. Professor	Coordinator	8008339925	
4	Mr.P. Subhan Basha HOD-CSE	Member	9100040188	
5	Mr. P. Sravan Kumar HOD-ME	Member	9100040191	
6	Mr. A. Karunakar HOD-ECE	Member	9100040187	
7	Mr. V. Pratapa Rao HOD-EEE	Member	9100040189	
8	Dr. N. Nagendra HOD-H&S	Member	9100040185	
9	Dr. K. Inthiyaz HOD-MBA	Member	9100040192	
10	Mrs. M. Pavani Faculty member	Member	8247508118	
11	Sri.B. Srinivasa Reddy (OMBUDS PERSON)	Advocate	8555036007	
12	Mr. M. Harinadha Faculty member	Member	9642342532	
13	T. Leela Krishna Student Representative	Special Invitee	9502558242	
14	C.Haritha Student Representative	Special Invitee	9959887965	

Role of the Coordinator

The facts shall try to redress the grievance within a reasonable time, preferably within a week of the receipt of the complaint.

If the student is not satisfied with the verdict or solution of the Programme Coordinator, the same case may be placed before the Head of the Institution that is Principal.

The Principal shall, if necessary refer the same to the respective College level committee (Students Grievance Redressal Cell) for redressal.



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Role of faculty member

To enlighten the students on their duties and responsibilities and to access benefits under the policies

To establish structured interactions with students to elicit information on their expectations

Role of the student member

An aggrieved student who has any grievances at the Programme level shall make an application first to the Programme Coordinator/Class Coordinator/ Mentor.

The institution provides mechanism to the students for redressal of their grievances with regard to their complaints on academic and non-academic matters. On approval, the final decision would be communicated to the student through the concerned Head of the Institute.

Reporting Mechanism:

Students are encouraged to submit their grievances in writing or via email to the SGRC at sgrc@ssits.ac.in. The complaint must include the student's full name, course, contact information, and a detailed description of the issue.

All grievances will be reviewed promptly, and appropriate actions will be taken in compliance with institutional policies and UGC guidelines.

Awareness Initiatives:

The SGRC will organize awareness programs to inform students about their rights and the grievance redressal process. Notices about these events will be shared through the college website, notice boards, and emails.

Contact Information:

For any queries or assistance, students can contact:
Principal.

PRINCIPAL
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SRI SAI INSTITUTE OF TECHNOLOGY AND SCIENCE
RAYACHOTY 516 270
Annamayya District

Copy to:

1. College Management for Kind Information
2. Director for table
3. Assistant Director for table
4. Ombudsperson for table
5. Principal for table
6. Vice Principal for table
7. AO for table
8. Coordinator of SGRC
9. All HODs
10. Members