



## SRI VENKATESWARA COLLEGE OF NURSING

*Recognized by Govt of AP and APNMC, Vijayawada*

*Accredited with 'A' Grade by NAAC, Bangalore*

*Approved by Indian Nursing Council, New Delhi*

*Affiliated to Dr.NTR University of Health Sciences , Vijayawada*

*RVS Nagar, Tirupathi Road, Chittoor – 517 127(A. P)*

*E.Mail : [svcon.rvs@gmail.com](mailto:svcon.rvs@gmail.com), Website: [www.svcon.org](http://www.svcon.org) Ph.No:7729999174*

### GRIEVANCE COMMITTEE

#### Objectives:

- To state a clear and fair process for students to raise a Grievance, and to identify the member of staff responsible for setting the Grievance.
- To realize the primary needs of the students and staff and secure civil liberties for everybody, a Grievance Redressal Cell has been constituted. The cell is indented to find solutions for problems like anti ragging, sexual harassment – any kind of physical or mental harassment ,complaints regarding class room teaching – class room management, completion of syllabus,teaching methods etc., if and when they arise.The Grievance Redressal cell convenes meetings periodically and takes steps to redress the grievance.

#### By-laws for Grievances Committee:

1. Sri Venkateswara College of Nursing there shall be a Grievances Committee in this collage to deal with the grievances of students, teachers and other employees.
2. It shall be lawful for the Grievances Committee to entertain and consider grievances or complaints and report to Board of Management on such report shall be final.
3. The Grjevances Committee shall consist of the following members

S.No	Name	Designation	Position held in committee
1	Mrs.V.Sujatha	Principal	Chair person
2	Mrs.P.Anusha	Assistant professor	Member
3	Mrs. S.Sujitha	Assistant professor	Member
4	Mrs.B.Madhuravani	Assistant professor	Member
5	Mrs. Vasantha.C	Assistant professor	Member
6	Ms. Ishrat Katoon	Student members	Member



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The employee of the college shall have to submit her complaint in a prescribed form along with necessary documents in support of her complaint. The employee shall have to apply individually and represent her case before grievances.

4. The committee may give its recommendations as far as possible within a period of six months.
5. The employee shall not be allowed to file a case in any court when the matter is pending before the Grievances Committee.
6. The Board of management shall take final decision after receiving the report from the Grievances Committee.

### CIRCULAR

#### **SUB: SVCON-CTR-Grievances Redressal Committee-Reconstituted - 2020-2021**

The Grievance Redressal Committee is reconstituted to address the grievances of the staff and students of the institution with the following members.

S.No	Name	Designation	Constitution Role
1	Mrs.V.Sujatha	Principal	Convener
2	Mrs.P.Anusha	Assistant Professor	Members secretary
3	Mrs.S.Sujitha	Assistant Professor	Member
4	Mrs.B.Madhuravani	Assistant professor	Member
5	Mrs.Vasantha.C	Assistant professor	Member
6	Mrs. Jhansi	Tutor	Member

- The committee is intended to find solutions for problems such as physical or mental harassment, complaints regarding class room teaching, class room management, completion of syllabus, teaching methods etc., if and when they arise.



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- The committee shall also discuss the various basic problems of the students, teachers and non-teaching staff of the college and suggest and implement remedial measures.
- The Grievances Redressal Committee has to convene meetings periodically and take steps to redress the grievance. The proceedings of the meetings must be recorded in minutes book which should be in the custody of the convener.
- All the members of the committee are here by informed to sign in front of their names as acknowledgement for having received this memo and for accepting the assignment.

### Minutes of Meeting

Date: 02.12.2021

Minutes of the Grievance Redressal committee held on Thursday 02.12.2021, at 2.00pm., in seminar hall of the college. The meeting was chaired by Mrs.V.Sujatha convener Grievance Redressal committee.

#### Following Members attended Meeting:

S.No	Name	Designation
1	Mrs.V.Sujatha	Principal
2	Mrs.P.Anusha	Assistant Professor
3	Mrs.B.Madhuravani	Assistant Professor
4	Mrs.Vasantha.C	Assistant Professor
5	Mrs.S.Sujitha	Assistant Professor
6	Mrs.S. Manjula	Tutor
7	Ms. Ishrat Katoon	Student Member

#### Item-I

The students are requested to provide additional book issues and extension of library timings.

Action taken: (As per the recommendation of the Principal)



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The committee was recommended to the principal, to arrange the additional books issued to students and extended library timings from 5.30 to 6.00 pm.

### **Item –II**

The students are represented to request to arrange of Hospital visits(Students Health Issues)

**Action taken:** (As per the recommended of the Principal)

The committee was recommended to the principal to arrange the Hospital Visit Timings to the Students from 9.00 am to 11.00am Everyday

### **Item –III**

The students are requested to provide Wi-Fi facility in the campus.

**Action taken:** The committee recommended to Mr.Murali Computer operator to provide Wi-Fi facility in the campus to the students .

**Copy to Members present  
(Grievance Redressal cell)**

  
**Convenor**