



SWARNA BHARATHI INSTITUTE OF SCIENCE & TECHNOLOGY (SBIT)

(Approved by AICTE, Govt. of Telangana & Affiliated to JNTUH, Hyd & TSSBTET, Hyd.)
H.No. 5-7-200 / 12, PAKABANDA STREET, KHAMMAM - 507 002, TELANGANA.

Phones : 8712112331, 8712712331, E-mail : sbitengg@gmail.com, Website : www.sbit.ac.in



Ref. No.

Date : 11.11.2022

GRIEVANCE REDRESSAL MECHANISM

The 'Grievance Redressal Committee' constituted to maintain harmony and discipline in the College campus including the hostel premises and to redress all grievances of students and of staff.

- I. General Grievance Committee (Academic/Ragging) Composition
 - i. The complaints cum redressal/ General Grievance Committee shall be headed by senior Faculty member, All Heads of Departments, A senior lady staff member from each Department (if available) A senior member from BC., SC., or ST categories (if available)
 - ii. Functions
 - iii. To enquire into complaints received from the aggrieved students or staff of the College including complaints of ragging.
 - iv. To recommend to the Principal of the College, the penalty to be imposed.
- II. Committee on Grievances on Sexual Harassment

The Committee shall consist of

- i. A presiding officer who shall be a women faculty member employed at a senior level at the educational institution.
- ii. Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iii. Not less than three students, who shall be enrolled at the undergraduate, masters and research scholar levels respectively.



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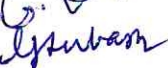
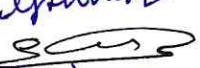
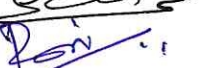
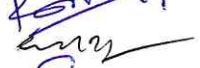




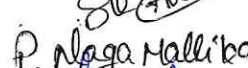

ORDERS

Ref. No.

Date:
Date: 11-11-2022

A Grievance Redressal Committee of Swarna Bharathi Institute of Science and Technology is constituted with the following members. All the members of the committee are requested to attend a meeting in Main Block Seminar Hall (I Floor) at 4.10 PM on 13-11-2022.

1. Prof.G.Raja Kumar, Principal
2. Dr.V.Venkateswar Reddy, Professor(JNTUH Nominee)
3. Dr. C.Krishnakanth, , Director
4. Dr. G. Subash Chander, Director
5. Gandham Srinivasa Rao, Vice-Principal
6. Dr. B.Ravi, NSS Programme Officer
7. Dr.N. Srinivas Rao, HOD, CSE
8. Mr.G.Praveen Kumar, Director
9. Mrs. P. Glory Victoria
10. Ms. K. Manogna (Representative of Student)
11. Mr. Sk. Ahmeduddin (Representative of Student)
12. Ms.P. Nagamallika (Representative of Student)
13. Dr.A.V.V. Shiva Prasad, Director

Chairman 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Convener 


PRINCIPAL

PRINCIPAL
SWARNA BHARATHI INSTITUTE OF
SCIENCE & TECHNOLOGY (SBIT)
KHAMMAM



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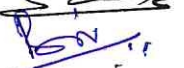


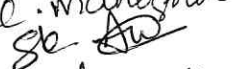



Ref. No.

Date :

MINUTS OF THE GRIEVANCE REDRESSAL COMMITTEE MEETING

The Grievance Committee was conducted on 13-11-2022 The following members were present.

1. Prof.G.Raja Kumar, Principal
2. Dr.V.Venkateswar Reddy, Professor(JNTUH Nominee)
3. Dr. C.Krishnakanth, , Director
4. Dr. G. Subash Chander, Director
5. Gandham Srinivasa Rao, Vice-Principal
6. Dr. B.Ravi, NSS Programme Officer
7. Dr.N. Srinivas Rao, HOD, CSE
8. Mr.G.Praveen Kumar, Director
9. Mrs. P. Glory Victoria
10. Ms. K. Manogna (Representative of Student)
11. Mr. Sk. Ahmeduddin (Representative of Student)
12. Ms.P. Nagamallika (Representative of Student)
13. Dr.A.V.V. Shiva Prasad, Director

Chairman 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Member 
Convener 

Points Discussed

The Grievance Redressal Committee decided to study and analyze the relevant documents, the statements of complainant, respondent and witnesses, and shall discuss with those concerned and submit its recommendations to the Head of the Institution.

- Internal committee is added to cell for an effective governance, and login book at the gate for all including inward and outward is to be maintained. Committee should encourage the students to express their grievances or problems.
- Cell decided to look into Academic matters related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters. RDC felt that financial matters related to dues

and payments for various items from library, hostels etc. should be maintained properly.

- It was decided by the committee to create a Maintenance Register, which shall be placed in the office. Any person on campus shall report Maintenance Issues that require attention in the Register. Similarly after solving the issue, the non-teaching staff should report on action taken with the date.
- Attendance would be considered if students are attended for CRT classes. Faculty in charges makes necessary arrangements to schedule special classes for the students missing their regular classes due to attending CRT classes, if they need.



CHAIRMAN

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Ref. No.

Date :

CIRCULAR

Date: 20-12-2021

Grievance Redressal of Swarna Bharathi Institute of Science and Technology is constituted with the following members. All the members of the committee are requested to attend a meeting in Main Block Seminar Hall (I Floor) at 4.10 PM on 22-12-2021.

- | | | | |
|---|---|----------|---|
| 1. Dr. G.Raja Kumar, Principal | - | Chairman |  |
| 2. Dr A.V.V. Shiva Prasad, Director | - | Member |  |
| 3. Dr. B.Ravi, NSS Programme Officer | - | Member |  |
| 4. Dr. K. Amit Bindaj, HOD, ECE | - | Member |  |
| 5. Dr. T. Charan Singh, HOD, EEE | - | Member |  |
| 6. Mr.G.Srujan, HOD, Civil | - | Member |  |
| 7. G. Praveen Kumar, EEE | - | Member |  |
| 8. Mrs.P. Hima Bindu, H&S | - | Member |  |
| 9. Mrs.P.Nagamani, CSE | - | Member |  |
| 10.CI Urban Police Station, Khammam | - | Member | |
| 11.(Representatives of Civil and Police Administration) | - | Member | |
| 12.Local Media | - | Member | |
| 13.Mrs.P.Nagalaxmi (Representative of Parent) | - | Member |  |
| 14.Mr.G. Rama Rao (Representative of Parent) | - | Member |  |
| 15.Ms. G. Sriharshitha (Representative of Student) | - | Member |  |
| 16.Ms. N.Keerthi (Representative of Student) | - | Member |  |
| 17.Mr.B. Sridhar Rao, Non-Teaching Staff | - | Member |  |
| 18.Mr. Gandham Srinivas Rao, Vice-Principal- | - | Convener |  |


PRINCIPAL
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Ref. No.

Date:

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE MEETING

All the committee members gathered in main brock seminar hall on addressed the gathering and discussed the following.

The following members were present:

- | | | | |
|---|---|----------|--------------------|
| 1. Dr. G.Raja Kumar, Principal | - | Chairman | <i>[Signature]</i> |
| 2. Dr A.V.V. Shiva Prasad, Director | - | Member | <i>[Signature]</i> |
| 3. Dr. B.Ravi, NSS Programme Officer | - | Member | <i>[Signature]</i> |
| 4. Dr. K. Amit Bindaj, HOD, ECE | - | Member | <i>[Signature]</i> |
| 5. Dr. T. Charan Singh, HOD, EEE | - | Member | <i>[Signature]</i> |
| 6. Mr.G.Srujan, HOD, Civil | - | Member | <i>[Signature]</i> |
| 7. G. Praveen Kumar, EEE | - | Member | <i>[Signature]</i> |
| 8. Mrs.P. Hima Bindu, H&S | - | Member | <i>[Signature]</i> |
| 9. Mrs.P.Nagamani, CSE | - | Member | <i>[Signature]</i> |
| 10.CI Urban Police Station, Khammam | - | Member | |
| 11.(Representatives of Civil and Police Administration) | | | |
| 12.Local Media | - | Member | |
| 13.Mrs.P.Nagalaxmi (Representative of Parent) | - | Member | <i>[Signature]</i> |
| 14.Mr.G. Rama Rao (Representative of Parent) | - | Member | <i>[Signature]</i> |
| 15.Ms. G. Sriharshitha (Representative of Student) | - | Member | <i>[Signature]</i> |
| 16.Ms. N.Keerthi (Representative of Student) | - | Member | <i>[Signature]</i> |
| 17.Mr.B. Sridhar Rao, Non-Teaching Staff | - | Member | <i>[Signature]</i> |
| 18. Mr. Gandham Srinivas Rao, Vice-Principal- | | Convener | <i>[Signature]</i> |

MEETING PROCEEDINSS:

Review of Grievances Received:

The committee reviewed the grievances received from students, faculty, and staff during the reporting period. Each grievance was examined, and its nature, seriousness, and impact were considered

Investigation and resolution of grievances:

The committee discussed the procedures to be followed for investigating and resolving the grievances. It was decided to form sub-committees consisting of members to conduct impartial investigations into each grievance. The sub-committees will collect evidence, interview relevant parties, and analyse the situation to reach a fair resolution.

Implementation of Corrective Measures:

Upon resolution of each grievance, the committee discussed the corrective measures to be implemented. It was decided that will appropriate action, such as counselling, training, disciplinary measures, or policy changes, will be undertaken based on the severity and nature of each case.

Monitoring and Follow-up:

The committee recognized the need for ongoing monitoring and follow-up on the implemented corrective measures. It was decided of that the sub-committees will be the responsible for monitoring the progress and effectiveness of the resolutions and report back to the committee on a regular basis.

Others:

The committee discussed the importance of promoting a culture of transparency, inclusivity, and respect within the institution to prevent grievances from arising in the first place. Suggestions were made to organize awareness campaigns and training sessions on conflict resolution and respectful communication.

The chairperson informed the committee about an upcoming seminar on grievance redressal practices in educational institutions and encouraged members to attend and share their learnings with the committee.


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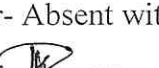







Ref. No.

Date :

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE

All the committee members gathered in main block seminar hall on 22-12-2021. and the Principal addressed the gathering and discussed the following.

The following members were present:

- | | | | |
|--|---|--------------------------------|---|
| 1. Dr. G.Raja Kumar, Principal | - | Chairman |  |
| 2. Dr A.V.V. Shiva Prasad, Director | - | Member |  |
| 3. Dr. B.Ravi, NSS Programme Officer | - | Member |  |
| 4. Dr. K. Amit Bindaj, HOD, ECE | - | Member |  |
| 5. Dr. T. Charan Singh, HOD, EEE | - | Member |  |
| 6. Mr.G.Srujan, HOD, Civil | - | Member |  |
| 7. G. Praveen Kumar, EEE | - | Member |  |
| 8. Mrs.P. Hima Bindu, H&S | - | Member- Absent with permission |  |
| 9. Mrs.P.Nagamani, CSE | - | Member |  |
| 10. CI Urban Police Station, Khammam | - | Member | |
| 11. (Representatives of Civil and Police Administration) | | | |
| 12. Local Media | - | Member | |
| 13. Mrs.P.Nagalaxmi (Representative of Parent) | - | Member- Absent with permission | |
| 14. Mr.G. Rama Rao (Representative of Parent) | - | Member |  |
| 15. Ms. G. Sriharshitha (Representative of Student) | - | Member |  |
| 16. Ms. N.Keerthi (Representative of Student) | - | Member |  |
| 17. Mr.B. Sridhar Rao, Non-Teaching Staff | - | Member |  |
| 18. Mr. Gandham Srinivas Rao, Vice-Principal | - | Convener |  |

The following points were discussed:

- The effectiveness or the result of Student committees to stop ragging was seriously discussed.
- Surprise visit should be done every day in the campus to eradicate such evil activities.
- Awareness among the students should be created about the punishment for ragging by conducting seminars with police department team.
- Action to be taken to ban or to stop completely
- Surprise visit should be done every day in the campus to eradicate such evil activities.
- The students should be well aware of punishments on eve teasing.



CHAIRMAN
PRINCIPAL
SWARNA BHARATHI INSTITUTE OF
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25.10.2020

Date :

Ref. No.

ORDERS

A Grievance Redressal Committee of Swarna Bharathi Institute of Science and Technology is constituted with the following members. All the members of the committee are requested to attend a meeting in Main Block Seminar Hall (I Floor) at 4.10 PM on 27.10.2020

1. Prof.G.Raja Kumar, Principal
2. Mr. Gandham Srinivasa Rao, Vice-Principal
3. Mrs. S. Nagamani, CSE
4. Mr.G.Praveen Kumar, Director
5. Mrs. P. Glory Victoria, English
6. Mrs. Ch. Neeraja, Maths
7. Mr. A.Sai Vikas (Representative of Students)
8. Mr. N.Kiriti(Representative of Students)
9. Ms. Priya Bhavani(Representative of Students)
- 10.Ms. M. Swapna(Representative of Students)
- 11.Ms. V. Anjani (Representative of Students)
12. Dr.A.V.V. Shiva Prasad, Director

Chairman

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Convener

PRINCIPAL

PRINCIPAL

SWARNA BHARATHI INSTITUTE OF SCIENCE & TECHNOLOGY (SBIT) KHAMMAM



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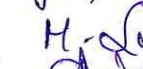


Ref. No.

Date:

MINUTS OF THE GRIEVANCE REDRESSAL COMMITTEE MEETING

The Grievance Committee meeting was conducted on 27.10.2020.

The following members were present.

- | | | |
|--|-----------|---|
| 1. Prof.G.Raja Kumar, Principal | -Chairman |  |
| 2. Mr. Gandham Srinivasa Rao, Vice-Principal | -Member |  |
| 3. Mrs. S. Nagamani, CSE | -Member |  |
| 4. Mr.G.Praveen Kumar, Director | -Member |  |
| 5. Mrs. P. Glory Victoria, English | -Member |  |
| 6. Mrs. Ch. Neeraja, Maths | -Member |  |
| 7. Mr. A.Sai Vikas (Representative of Students) | -Member |  |
| 8. Mr. N.Kiriti(Representative of Students) | -Member |  |
| 9. Ms. Priya Bhavani(Representative of Students) | -Member |  |
| 10. Ms. M. Swapna(Representative of Students) | -Member |  |
| 11. Ms. V. Anjani (Representative of Students) | -Member |  |
| 12. Dr.A.V.V. Shiva Prasad, Director | -Convener |  |

The following points were discussed:

- The Chairman instructed the convener to brief up the issues related to .The convener informed that there was no instance of complaint to the committee.
- Student counsellor brought the students responses to the attention of the Chairman.
- The chairman and committee members visited the campus hostels and enquired facilities and food.
- Wi-fi facility in the campus was updated.
- Review on previous meeting was done for progressive discussion
- Members should arrange counselling for students in the process of resolving the grievance.


CHAIRMAN



SWARNA BHARATHI INSTITUTE OF SCIENCE & TECHNOLOGY (SBIT)



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Ref. No.

Date : 02.09.2019

ORDERS

A Grievance Redressal Committee of Swarna Bharathi Institute of Science and Technology is constituted with the following members. All the members of the committee are requested to attend a meeting in Main Block Seminar Hall (I Floor) at 4.10 PM on 03.9.2019.

- | | |
|---|--|
| 1. Prof. N. Sambasiva Rao, Principal | - Chairman <i>N. Sambasiva Rao</i> |
| 2. Gandham Srinivas Rao, Vice-Principal | - Convener <i>Gandham Srinivas Rao</i> |
| 3. Dr. G. Raja Kumar, Mech. | - Member <i>G. Raja Kumar</i> |
| 4. Mrs. P. Glory Victoria, English | - Member <i>P. Glory Victoria</i> |
| 5. Mrs. Ch. Neeraja, Maths | - Member <i>Ch. Neeraja</i> |
| 6. Dr. K. Amit Bindaj, ECE | - Member <i>K. Amit Bindaj</i> |
| 7. Mrs. S. Nagamani, CSE | - Member <i>S. Nagamani</i> |
| 8. Mr. M. Sai Jagannad (Representative of Students) | - Member <i>M. Sai Jagannad</i> |
| 9. Mr. D. Kalyan (Representative of Students) | - Member <i>D. Kalyan</i> |
| 10. Ms. M. Swapna (Representative of Students) | - Member <i>M. Swapna</i> |
| 11. Mr. T. Charan Singh, EEE | - Convener <i>T. Charan Singh</i> |

[Signature]
PRINCIPAL
PRINCIPAL
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Ref. No.

Date :

MINUTS OF THE GRIEVANCE REDRESSAL COMMITTEE MEETING

The Grievance Committee meeting was conducted on 03.9.2019.

The following members were present.

1. Prof. N. Sambasiva Rao, Principal
2. Mrs. Gandham Srinivas Rao, Vice-Principal
3. Dr. G. Raja Kumar, Mech.
4. Mrs. P. Glory Victoria, English
5. Mrs. Ch. Neeraja, Maths
6. Dr. K. Amit Bindaj, ECE
7. Mrs. S. Nagamani, CSE
8. Mr. M. Sai Jagannad (Representative of Students)
9. Mr. D. Kalyan (Representative of Students)
10. Ms. M. Swapna (Representative of Students)
11. Mr. T. Charan Singh, EEE

- Chairman

- Convener

- Member

- Member

- Member

- Member

- Member

- Member

- Member

- Member

- Convener

The following points were discussed:

- The Chairman addressed the members and informed all the members to inform their department faculty to convey that indiscipline in any form will not be spared.
- On the suggestion of the Chairman, Convener informed the members that there no complaint from any student.
- Student counsellors gave feedback on campus visits, class room checking.
- Play grounds were updated with more facilities.
- Indoor games were arranged for players.
- GRC promoted green plantation and cleanliness in the campus

N. Sambasiva Rao
CHAIRMAN



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Ref. No.

Date : 11.7.2018

ORDERS

A Grievance Redressal Committee of Swarna Bharathi Institute of Science and Technology is constituted with the following members. All the members of the committee are requested to attend a meeting in Main Block Seminar Hall (I Floor) at 4.10 PM on 13.7.2018

- | | | |
|---|------------|--|
| 1. Dr.P.Krishnamurthy Principal | - Chairman | |
| 2. Dr. G. Raja Kumar, Mech. | - Member | |
| 3. Dr. B. Ravi, Mech., | - Member | |
| 4. Mr. T. Charan Singh, EEE | - Member | |
| 5. Dr. Ch. Neeraja, Mathematics | - Member | |
| 6. Mrs.S.Nagamani | - Member | |
| 7. Mrs. K. Yojana, ECE | - Member | |
| 8. Mr. D. Veeranna, ECE | - Member | |
| 9. Mrs. P. Glory Victoria, English | - Member | |
| 10. Mr. Y. Yashvanth (Representative of Students) | - Member | |
| 11. MR. D. Bhargav Singh (Representative of Students) | - Member | |
| 12. Mr. Gandham Srinivas Rao, Vice-Principal | - Convener | |


PRINCIPAL

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Ref. No.

Date :

MINUTS OF THE GRIEVANCE REDRESSAL COMMITTEE MEETING

The Grievance Redressal Committee meeting was conducted on 13.7.2018

The following members were present

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| 1. Dr.P.Krishnamurthy Principal | - Chairman |
| 2. Dr. G. Raja Kumar, Mech. | - Member |
| 3. Dr. B. Ravi, Mech., | - Member |
| 4. Mr. T. Charan Singh, EEE | - Member |
| 5. Dr. Ch. Neeraja, Mathematics | - Member |
| 6. Mrs.S.Nagamani | - Member |
| 7. Mrs. K. Yojana, ECE | - Member |
| 8. Mr. D. Veeranna, ECE | - Member |
| 9. Mrs. P. Glory Victoria, English | - Member |
| 10. Mr. Y. Yashvanth (Representative of Students) | - Member |
| 11.MR. D. Bhargav Singh (Representative of Students) | -Member |
| 12.Mr.Gandham Srinivas Rao, Vice-Principal | - Convener |

The following points were discussed.

1. In the college premises, it is decided to conduct maintenance of the discipline and anti-ragging awareness programs be conducted.
2. The Chairman informed all the members about moving round the corridors, canteen and other areas to maintain the discipline.
3. The Chairman informed the members that no girl student will be sent home without parent request.
4. In order to maintain general discipline and cordial relationship, Chairman reiterated for mentor system.
5. HODs are informed to talk to the parents of long absentees and monitor their progress.


Convener