



## Sanketika Vidya Parishad Engineering College

(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)

P.M.PALEM, VISAKHAPATNAM-41 WWW.SVPEC.INFO

Email.id-svpec.principal@gmail.com

Ph-9573334902



Ref: SVPEC/PO/IQAC/06/2024-25/02

Date: 10.06.2024

### OFFICE ORDER

#### **Sub: Constitution of Students Counselling, Mentoring & Grievance Redressal Committee for Academic Year 2024-2025 -reg.**

Ref1: Letter dt. 10.06.2022 from Dr. P PHANIDHAR VARMA, Coordinator, IQAC and Mrs.P.T.S. Priya, Asst Professor, MCA

Ref2: NAAC SSR-2.5.2: Percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Ref3: NAAC SSR- 5.1.4: The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

Ref4: Regulation, 2019 vide F. No.1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019

Ref5: NBA-9.1. Mentoring System to help at Individual Level

\*\*\*

A Students Counselling, Mentoring & Grievance Redressal Committee has been constituted with the following members, under the coordinator ship of Mrs.P.T.S. Priya to look after the activity in the institution.

#### **Composition of Students Counselling, Mentoring & Grievance Redressal Committee**

The Students Counselling, Mentoring & Grievance Redressal Committee shall consist of:

##### **Faculty Members**

S No	Name	Designation	Department
1	Dr. T V Rama Krishna	Chairperson	ECE, Principal
2	Mrs.P.T.S. Priya	Coordinator	MCA -Asst Professor
3	Dr. K. Sai Lakshmi	Member	BS&H -Professor
4	Mrs. P.Rajeswari	Member	ME- Asst Professor
5	Mrs. A. Bhanu Priya	Member	ECE-Asst Professor
6	Mrs.K Leela Padmini	Member	EEE-Asst Professor
7	Ms. K Sai Lakshmi Revathi	Member	MBA -Asst Professor
8	Mr. R Bhanu Shankar	Member	CSE- Asst Professor
9	Mrs. B.Prudvi Rani	Member	CE—Asst Professor
10	Mrs.M. Sudha	Member	BS&H-Asst Professor

##### **Student Members**

Si. No	Name of the Student	Branch	Position	Registration No
--------	---------------------	--------	----------	-----------------

1	P Himanjali	ECE	Member	323132912067
2	P Yajna Sri	ECE	Member	323132912076
3	S Mohana Sri	ECE	Member	321132912039
4	M Pratyusha	CSE	Member	322132910054
5	B Harini	CSE	Member	323132910026
6	Karthik	CSE	Member	323132910069
7	S V Sai Aasrith	CSE	Member	323132910185
8	Hema Chandra	CSE	Member	323132910159
9	B Srikanth	CE	Member	322132908006
10	P Jnana Sampath	ME	Member	322132920037
11	P Jogi Babu	MCA	Member	323232960115
12	K Ashwini	MCA	Member	323232920040
13	K Avinash	MBA	Member	123232902076

### Objectives

The objectives of Students Counselling, Mentoring & Grievance Redressal Committee are:

To provide an opportunity for the students to freely express their grievance, with utmost anonymity.

To set up a mechanism for speedy and expeditious resolution of the grievance.

To provide an appropriate counselling to the students in the process of resolving the grievance.

To promote cordial relationship amongst the students, inter se.

### Functions of the Committee

1. To conduct student counseling at regular intervals for healthy progress in Professional guidance, career advancement and all-round development.
2. To conduct student counseling at regular intervals for healthy progress in course work specific, laboratory specific and all-round development.
3. To make suggestions to the principal in matters related to problems faced by students like ragging, examinations, transportation, and canteen facilities etc, and report the principal on a regular basis and support smooth running of the college.
4. To oversee that the suggestion boxes are set at the right places and complaints are filed and noted in a proper way.

### Mode of submitting the Grievance

An aggrieved student can submit the application seeking redressal of grievance to the Committee

- the online portal provided on the website of the college or;
- by email at svpec.principal@gmail.com or

- by dropping the complaint at the grievance box.

### Grievance Mechanism

- (1) On receipt of a complaint, the college shall refer the complaint to the Students Counselling, Mentoring & Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint.
- (2) The Committee shall fix a date for hearing the complaint which shall be communicated to the aggrieved student.
- (3) An aggrieved student may appear either in person or authorize a representative to present the case before the Committee.
- (4) The Committee shall report with recommendations, if any, to the principal within a period of 15 days from the date of receipt of the complaint.
- (5) Any grievances unresolved by the committee or the grievances arising from colleges can be considered by the Counselling, Mentoring & Grievance Redressal Committee. In such cases, Counselling, Mentoring & Grievance Redressal Committee shall send its report and recommendations, if any, to the principal with a copy thereof to the aggrieved student, within 15 days of the receipt of the grievance.

### Internal Assessment related grievances

Three tier mechanism is set up to resolve the internal assessment related grievance:

Firstly, the grievance will be brought to the notice of the concerned course teacher.

Secondly, in case if the grievance is not resolved/ unaddressed, same can be escalated to the Class Teacher/Mentor.

Finally, if the grievance still persists, the same shall be referred to the Student Grievance Redressal Committee. In the process of redressal of the grievance, the interest of the aggrieved student shall be considered and as much as possible efforts shall be made to resolve the grievance within 7 days by the Students Counselling, Mentoring & Grievance Redressal Committee.

### Consequences of Non- Compliance

Any contravention of the regulations by the college would invoke the actions as per Regulation 10 of the UGC Regulations, 2019.

Enc: 1. Students Counselling, Mentoring & Grievance Redressal Committee Documentation

2. SVPEC/PO/ 06/2024-25/01; Date: 08.06.2024

CC To



T.V.R. Krishna  
PRINCIPAL  
PRINCIPAL  
Sankarika Vidya Parishad  
Engineering College  
D.M. Palem, Visakhapatnam-411

Mail & Hard copy to: Hon'ble Secretary, AGTI  
Mail & Hard copy to: Hon'ble Executive Director, AGTI  
Mail & Hard copy to: Academic Director, AGTI  
Mail & Hard copy to: Executive Officer, AGTI  
Mail & Hard copy to: Principal, SVPEC  
Mail & Hard copy to: AO, AGTI  
Mail & Hard copy to: Dean -Academics/IQAC/R&D/IIC/SA  
Mail & Hard copy to: HoDs.. CE/ME/CSE/ECE/EEE/ BS&H/MBA/MCA/CoE/  
Mail & Hard copy to: IQAC Coordinator  
Mail & Hard copy to: All Committee members  
Mail copy to: Exam. Section/Automation/Central Library/IQAC office /Transport/Sports/Account Section/  
Mail copy to: All faculty members  
Mail copy to: All student members

