



VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

An ISO 9001:2015 Certified Institute, Approved by AICTE, Affiliated to JNTU Kakinada, AP

Phone: 0866-2844444, Email: vijayatechfw@gmail.com Website: www.vitw.edu.in

College Code: NP, Enikepadu, Vijayawada-521108

Date: 11-09-2018

CIRCULAR

All the members of Ombudsman/Grievance Redressal Committee are here by informed that there will be a meeting on 18th September, 2018 in Principal cabin at 3 PM. All the Committee members are requested to attend the meeting without fail.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs.Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mr.PNV.Siva Kumar	Member	
6	Ms.Y.Sireesha	Member	
7	Mrs.P.Shilpa	Member	

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- 1.The Secretary,SRK Foundation
2. All the department Heads
3. Notice Board

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Phone: 0866-2844444, Email: vijayatechfw@gmail.com Website: www.vitw.edu.in

College Code: NP, Enikepadu, Vijayawada-521108

Date: 19-09-2018

Minutes of Meeting

Minutes of Student Grievance meeting held on 18th September, 2018 in Principal cabin at 3 PM. The following members are present.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs.Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mr.PNV.Siva Kumar	Member	
6	Ms.Y.Sireesha	Member	
7	Mrs.P.Shilpa	Member	

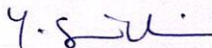
Agenda:

1. To discuss action taken on the minutes of the previous meeting
2. Grievance Redressal about the rush in the canteen during the lunch time.
3. Grievance Redressal about the cleanliness of classrooms.
4. Grievance Redressal about the late coming students who come in the college bus.

Discussions/Resolutions:

After discussing the agenda of the meeting the committee resolved the issues as follows.

1. The committee decided to split the lunch time based on the year, in order to reduce the rush in the canteen.
2. The committee instructed the supervisor to monitor the proper cleanliness of the classrooms.
3. In order to prevent the delay caused by the college bus, transport supervisor is instructed to make sure that the college bus arrives at the stipulated time.


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College Code: NP, Enikepadu, Vijayawada-521108

Date: 02-07-2019

CIRCULAR

All the members of Ombudsman/Grievance Redressal Committee are here by informed that there will be a meeting on 9th July,2019 in Principal cabin at 2 PM. All the Committee members are requested to attend the meeting without fail.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs.Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mr.PNV.Siva Kumar	Member	
6	Ms.Y.Sireesha	Member	
7	Mrs.P.Silpa	Member	

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College Code: NP, Enikepadu, Vijayawada-521108

Date: 10-07-2019

Minutes of Meeting

Minutes of Student Grievance meeting held on 9th July, 2019 at Principal cabin at 2 PM. The following members are present.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs.Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mr.PNV.Siva Kumar	Member	
6	Ms.Y.Sireesha	Member	
7	Mrs.P.Shilpa	Member	

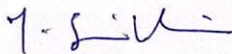
Agenda:

1. To discuss action taken on the minutes of the previous meeting
2. Grievance Redressal about the quality of food at hostel mess from hostellers.
3. Grievance Redressal about restrictions imposed on check out time on weekends for hostellers.
4. Grievance Redressal about the lack of proper internet facility.

Discussions/Resolutions:

After discussing the agenda of the meeting the committee resolved the issues as follows.

1. Hostel committee will be suggested to look into the quality of hostel food regularly.
2. The committee anonymously rejected the request of hostellers about weekend outings to provide proper security to the girls.
3. The committee decided to forward the issue about internet to the management and to make a request to resolve it as early as possible.


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College Code: NP, Enikepadu, Vijayawada-521108

Date: 03-12-2020

CIRCULAR

All the members of Ombudsman/Grievance Redressal Committee are here by informed that there will be a meeting on 10th December,2020 in Principal cabin at 3 PM. All the Committee members are requested to attend the meeting without fail.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs.Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mr.PNV.Siva Kumar	Member	
6	Ms.Y.Sireesha	Member	
7	Mrs.P.Silpa	Member	

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Date: 11-12-2020

Minutes of Meeting

Minutes of Student Grievance meeting held on 10th December, 2020 in Principal cabin at 3 PM. The following members are present.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs.Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mr.PNV.Siva Kumar	Member	
6	Ms.Y.Sireesha	Member	
7	Mrs.P.Shilpa	Member	

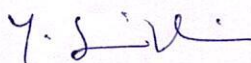
Agenda:

1. To discuss action taken on the minutes of the previous meeting.
2. Grievance Redressal about the maintenance of the cleanliness of washrooms.
3. Grievance Redressal about study hours in the hostel that there is a heavy rush in all the rooms.
4. Grievance Redressal about the students are unable to express their grievances properly.

Discussions/Resolutions:

After discussing the agenda of the meeting the committee resolved the issues as follows.

1. The committee instructed the supervisor to monitor the cleanliness of the washrooms by appointing one more extra scavenger.
2. The committee decided to reduce the rush in the study hours by providing sufficient rooms.
3. The committee decided to put complaint box to receive any grievances from students freely.


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Date: 10-11-2021

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All the members of Ombudsman/Grievance Redressal Committee are here by informed that there will be a meeting on 16th November,2021 in Principal cabin at 4 PM. All the Committee members are requested to attend the meeting without fail.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs.Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mr.PNV.Siva Kumar	Member	
6	Ms.Y.Sireesha	Member	
7	Mrs.P.Silpa	Member	

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Date: 17-11-2021

Minutes Of Meeting

Minutes of Student Grievance meeting held on 16th November,2021 at Principal cabin at 3 PM.The following members are present.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs.Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mr.PNV.Siva Kumar	Member	
6	Ms.Y.Sireesha	Member	
7	Mrs.P.Shilpa	Member	

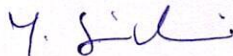
Agenda:

1. To discuss action taken on the minutes of the previous meeting.
2. Grievance Redressal about the lack of cooling water during summer.
3. Grievance Redressal about the students express that drinking water from the coolers may be contaminated and it is not safe.

Discussions/Resolutions:

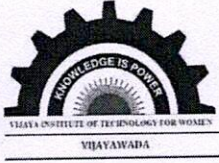
After discussing the agenda of the meeting the committee resolved the issues as follows.

1. The committee decided to bring the issue to the management to add extra water coolers.
2. The committee requested for more frequent cleaning of water coolers as there is fear of water contamination.


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Date: 01-02-2022

CIRCULAR

All the members of Ombudsman/Grievance Redressal Committee are hereby informed that there will be a meeting on 8th Feb, 2022 in Principal cabin at 3PM. All the Committee members are requested to attend the meeting without fail.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs. Y. Sri Lakshmi	Convener	
3	Ms. T. Shalini	Member	
4	Mr. J. Krishna	Member	
5	Mr. PNV. Siva Kumar	Member	
6	Ms. Y. Sireesha	Member	
7	Mrs. P. Shilpa	Member	

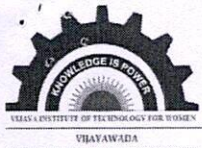
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Date: 09-02-2022

Minutes of Meeting

Minutes of Student Grievance meeting held on 8th Feb,2022 in Principal cabin at 3 PM. The following members are present.

Committee Members:

S.NO	Name of the staff	Designation	Signature
1	Dr.G.Chenchamma	Chairman	
2	Mrs.Y.Sri Lakshmi	Convener	
3	Ms.T.Shalini	Member	
4	Mr.J.Krishna	Member	
5	Mr.PNV.Siva Kumar	Member	
6	Ms.Y.Sireesha	Member	
7	Mrs.P.Shilpa	Member	

Agenda:

1. To discuss action taken on the minutes of the previous meeting.
2. Grievance Redressal about restrictions imposed on check out time on weekends for hostelers.
3. Grievance Redressal about the failure of working of fans.
4. Grievance Redressal about the cleanliness of classrooms.
5. Grievance Redressal about the quality of food at hostel mess from hostelers.

Discussions/Resolutions:

After discussing the agenda of the meeting the committee resolved the issues as follows.

1. The committee anonymously rejected the request of hostelers about weekend outings to provide proper security to the girls.
2. The committee instructed the supervisor to fix all the fans issues, if needed arrangement of new fans will be done
3. The committee instructed the supervisor to monitor the proper cleanliness of the classrooms.
4. Hostel committee will be suggested to look into the quality of hostel food regularly.



Convener



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