



VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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

Phone: 0866-284444, Email: vijavatechfw@gmail.com Website: www.vitw.edu.in

College Code: NP, Enikepadu, Vijayawada-521108



STUDENTS GRIEVANCES 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, Vijaya Institute of Technology for Women 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

PRINCIPAL
VIJAYA INSTITUTE OF
TECHNOLOGY FOR WOMEN
ENIKEPADU, VIJAYAWADA-521 108



VIJAYA INSTITUTE OF TECHNOLOGY FOR WOMEN

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

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

College Code: NP, Enikepadu, Vijayawada-521108



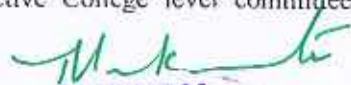
Committee Composition

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 of the Staff	Designation	Position	Contact Number
1	Dr T. Venkateswara Rao	Principal	Chair Person	8374978444
2	Mrs. Y. Srilakshmi	Associate Professor	Convener	6300705919
3	Dr V. Raghava Lakshmi	Vice principal, HoD of FED	Member	9908039661
4	Dr P. Subbaiah	HoD of CSE	Member	9440745346
5	Dr T. Vishnu Priya	HoD of ECE	Member	9440347777
6	Mrs. Y. Vijaya	HoD of IT	Member	9966551717
7	Dr K. Murali	HoD of AIML	Member	7989262416
8	Dr V. Suma Avani	HoD of CSE-DS	Member	7780719635
9	Dr G. Madhu sri	HoD of MBA	Member	9989713626
10	Dr Shankar	Psychologist	External Member	7942676220
11	Mrs. R. Padmaja, C.A(Chartered Accountant) SRK Foundation, Enikepadu	(OMBUDSPERSON)	Member	9391804041
12	Ms. K. Jayasri (21NP1A0525)	Student Representative	Special Invitee	8688983954
13	Ms. M. Bharathi (21NP1A1234)	Student Representative	Special Invitee	8639559961
14	Ms. P. Naga Santhoshini (23NP1A0427)	Student Representative	Special Invitee	9014878935

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.


PRINCIPAL
VIJAYA INSTITUTE OF
TECHNOLOGY FOR WOMEN
ENIKEPADU, VIJAYAWADA-521 108



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



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 vijayatechfw@gmail.com. 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.



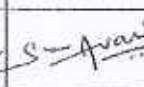
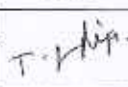

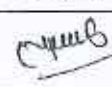

Contact Information:

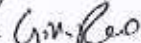
For any queries or assistance, students can contact: 8374978444

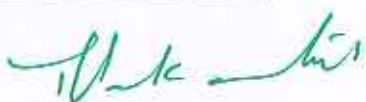
Copy to:

1. The Secretary, SRK Foundation.
2. All the department Heads.


PRINCIPAL
VIJAYA INSTITUTE OF
TECHNOLOGY FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108

Department	FED	CSE	DS	ECE	IT	AIML	MBA
Signature of the HoD							

3. Notice Board. 


PRINCIPAL
VIJAYA INSTITUTE OF
TECHNOLOGY FOR WOMEN
ENIKEPADU, VIJAYAWADA-521108

