



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/GRC/2018-19/Constitution of Grievance Redressal Committee

31-05-2018

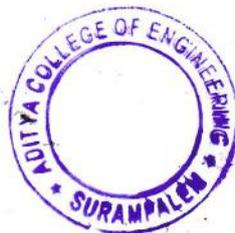
CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

The undersigned is pleased to constitute the Grievance Redressal Committee with the following members for the academic year 2018-19 to provide healthy environment and transparency within the campus.

The committee was constituted as the following:

S.No.	Name	Designation	Role
1	Dr.T.K.Rama Krishna Rao	Principal	Chairman
2	Ms.N.Sravani	Assistant Professor-ECE	Convener
3	Mr.K.Manoj Kumar Reddy	HOD-EEE	Member
4	Mr.Y.K.Subba Rao	HOD-MECH	Member
5	Dr.A.Neeraja	Prof-H&BS	Member
6	Mrs.V.Anantha Lakshmi	Assistant Professor- CSE	Member
7	Mrs.B.Jyothisushma	Assistant Professor- CIVIL	Member
8	Mr.S.S.VinayBabu	Assistant Professor- PT	Member
9	Mrs.P.Sridevi	Assistant Professor- MBA	Member
10	Ms.S.Sahithi	II year B. Tech. (CSE)	Student- member
11	Mr.I.Tejaswarup	II year B. Tech. (CIVIL)	Student- member
12	Ms.S.Bhagya SriLakshmi	II year B. Tech. (ECE)	Student- member
13	Mr.K.Sathish	III year B. Tech.(EEE)	Student- member
14	Mr.P.Vamsi	II year B. Tech. (MECH)	Student- member
15	Ms.B.Swathi	I year B. Tech. (H&BS)	Student- member
16	Mr.CH.RajaSekhar	I year (MBA)	Student- member
17	Mr.K.Hemanth	II year B. Tech. (PT)	Student- member


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Ref: ACOE/GRC/2018-19/SOP of Grievance Redressal Committee

31-05-2018

Standard Operating Procedure (SOP) for Grievance Redressal Committee

1. **COMMITMENT:** The college administration has decided to maintain Grievance redressal committee with senior faculty members to provide healthy environment and transparency with in the campus.
2. **SCOPE:** Grievance redressal committee which shall be responsible for resolving grievances related to academic/non-academic issues received from the students/faculty in a stipulated time period by maintaining necessary confidentiality.
3. **OBJECTIVES:**
 - i. To solve students/faculty grievances regarding academic and administrative problems.
 - ii. To inculcate the students/faculty such that they will be able to submit their complaints through complaint box/suggestion box (or) oral or online.
 - iii. To do a proper investigation and prepare an analysis report regarding the nature and pattern of the grievances in strictly confidential manner.
 - iv. To ensure efficient solution to the students/faculty grievances with a fair and impartial approach.
 - v. To make students/faculty as active members to co-ordinate between the different departments and sections.
4. **GRIEVANCE REDRESSAL PROCEDURE:**
 1. **Grievance Submission:** Any student/faculty with a genuine grievance will submit through any of the following methods:
 - i. Complaint box/Suggestion box
 - ii. Email at(grievance_cell@acoe.edu.in)
 - iii. In person submit at the grievance redressal cell (or) through HOD
 2. **General information:** Send a notice to the students/faculty that grievances will be collected from the complaint box on 1st&3rd Saturday of every month.

In case of online submission the sender will receive an instant auto generated acknowledgment receipt.
 3. **Clustering:** Grievance redressal committee categorize the grievances like academic related issues, hospitality, general administration, amenities and maintenance, other related issues.
 4. **Call for meeting:** Grievance redressal committee convener shall fix a date for

meeting and forward a circular to committee members and students to attend a meeting without fail.

5. Investigation: Grievance redressal committee take necessary steps to conduct an investigation in fair & impartial way to prepare an investigation report.

6. Final decision: After the investigation the committee will review the report and use its best efforts to work out a solution for the issues.

7. Communicating the decision: After completion of proceedings, the Grievance redressal committee forwards the final recommendations to the convener. The convener forwards it to the Principal for authentication.

8. Monitoring: Grievance redressal committee monitors and ensures redressal with in the stipulated time period. Depending up on the seriousness of grievances the committee will follow them up regularly till their final disposal.

9. Feedback: Grievance redressal committee will collect formal feedback from students time to time on account for reviewing and improving the grievance handling and redressal process.

5. FREQUENCY OF MEETINGS: In general, two meetings of GRC will be conducted in an academic year or when required or when grievance received.


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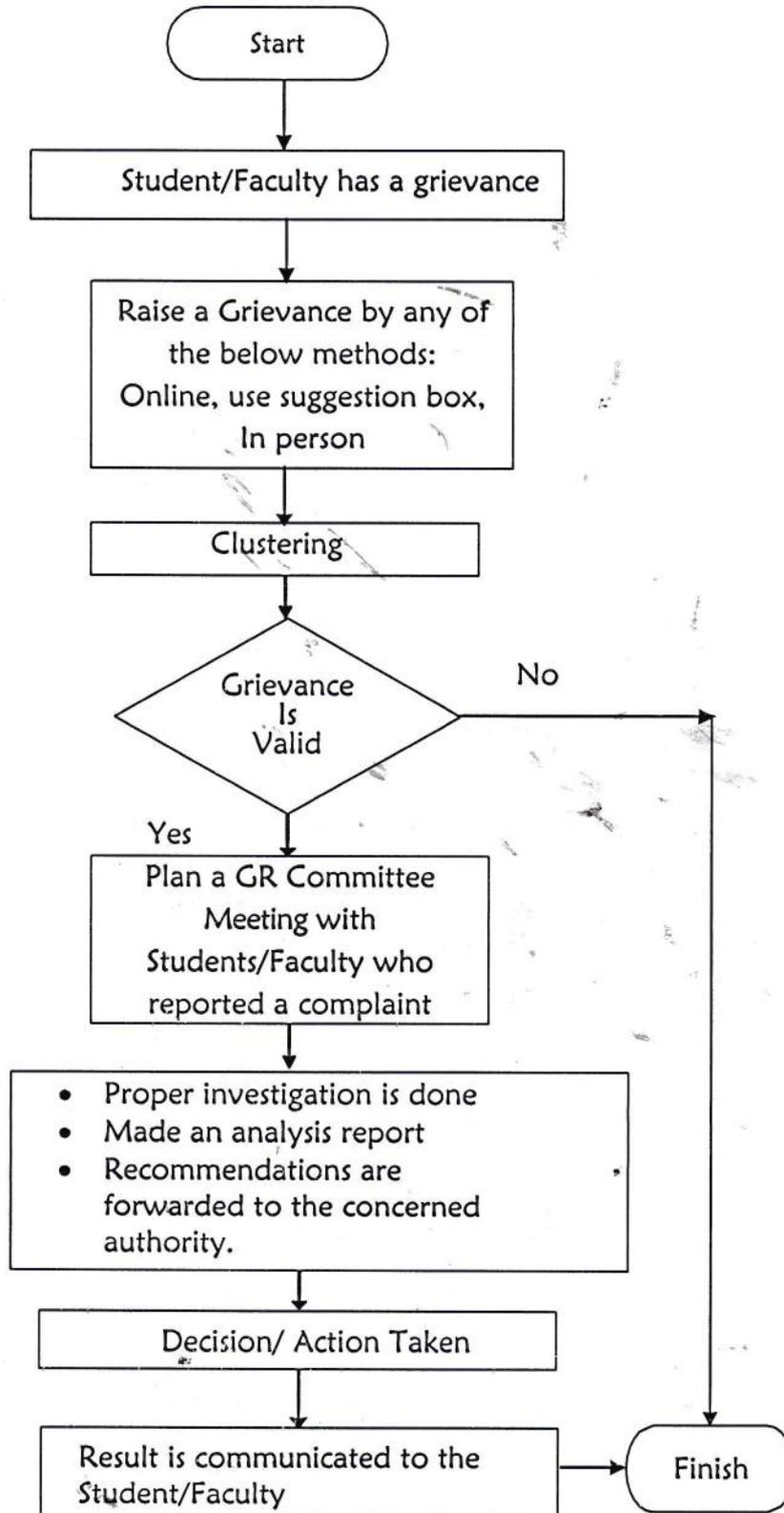


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FLOW CHART OF SOP-GRC





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Ref: ACOE/GRC/2018-19/1/Circular

23-08-2018

CIRCULAR

All the members of the Grievance Redressal Committee are hereby informed that a meeting will be held on 24th August 2018 at 2.00PM in the Conference room, Ramanujan Bhavan with the following agenda:

AGENDA

1. Student/Faculty grievances.
2. To discuss the grievances received (S.NO:01-12) and resolve the same.

N. Jayarami
CONVENER-GRC

[Signature]
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Cc to: All members of GRC





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Ref: ACOE/GRC/2018-19/1/Minutes

24-08-2018

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE AY 2018-2019

Date of meeting	24 th August 2018	Duration	2.00 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/GRC/2018-19/1/Circular dated 23 rd August 2018		

The meeting of Grievance Redressal Committee of Aditya College of Engineering held on 24thAugust 2018 with the following agenda:

1. Student/Faculty grievances.
2. To discuss the grievances received (S.NO:01-12) and resolve the same.

The meeting of Grievance Redressal Committee was commenced with the welcome note by Convener -GRC, Ms.N.Sravani to all the members present. The Convener presented the agenda along with recommendations and requested the Chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the resolutions were made.

The Chairman-GRC welcomed all the members to the meeting. Further, Chairman reviewed and discussed about the points of agenda by considering the points of agenda.

MINUTES AND RESOLUTIONS

1. The grievance redressal committee discussed about listed student/faculty grievances and suggested necessary actions and the copy of the complaint and resolution is forwarded to concern authority/department.
2. The grievance redressal committee recommends the convener to prepare a consolidate report on the grievances reported.

The Chairman suggested the convener to maintain an activity diary and to get the feedback from the students/faculty who submitted the grievances. Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying out system successfully.

The meeting was concluded with thanks to the Chair.

Members attended the meeting on 24th August 2018

S.No.	Name	Designation	Role	Signature
1	Dr.T.K.Rama Krishna Rao	Principal	Chairman	
2	Ms.N.Sravani	Assistant Professor-ECE	Convener	N. Sravani
3	Mr.K.Manoj Kumar Reddy	HOD-EEE	Member	K.M.K. Reddy
4	Mr.Y.K.Subba Rao	HOD-MECH	Member	
5	Dr.A.Neeraja	Prof-H&BS	Member	A. Neeraja
6	Mrs.V.Anantha Lakshmi	Assistant Professor- CSE	Member	
7	Mrs.B.Jyothisushma	Assistant Professor- CIVIL	Member	B. Sushma
8	Mr.S.S.VinayBabu	Assistant Professor-PT	Member	S. S. V. Babu
9	Mrs.P.Sridevi	Assistant Professor- MBA	Member	P. Sridevi
10	Ms.S.Sahithi	II year B. Tech. (CSE)	Student- member	S. Sahithi
11	Mr.I.Tejaswarup	II year B. Tech. (CIVIL)	Student- member	I. Tejaswarup
12	Ms.S.Bhagya SriLakshmi	II year B. Tech. (ECE)	Student- member	S. B. Lakshmi
13	Mr.K.Sathish	III year B. Tech.(EEE)	Student- member	K. Sathish
14	Mr.P.Vamsi	II year B. Tech. (MECH)	Student- member	P. Vamsi
15	Ms.B.Swathi	I year B. Tech. (H&BS)	Student- member	B. Swathi
16	Mr.CH.RajaSekhar	I year (MBA)	Student- member	CH. Raja Sekhar
17	Mr.K.Hemanth	II year B. Tech. (PT)	Student- member	K. Hemanth


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Ref: ACOE/GRC/2018-19/2/Circular

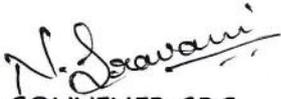
13-09-2018

CIRCULAR

All the members of the Grievance Redressal committee are hereby informed that a meeting will be held on 14th September 2018 at 2.00PM in the Conference room, Ramanujan Bhavan with the following agenda:

AGENDA

1. Student/Faculty grievances.
2. To discuss the grievances received (S.NO:13-24) and resolve the same.


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Cc to: All members of GRC





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Ref: ACOE/GRC/2018-19/2/Minutes

14-09-2018

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE

AY 2018-2019

Date of meeting	14 th September 2018	Duration	2.00 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/GRC/2018-19/2/Circular dated 13 th September 2018		

The meeting of Grievance Redressal Committee of Aditya College of Engineering held on 14th September 2018 with the following agenda:

1. Student/Faculty grievances.
2. To discuss the grievances received (S.NO:13-24) and resolve the same.

The meeting of Grievance Redressal Committee was commenced with the welcome note by Convener -GRC, Ms.N.Sravani to all the members present. The Convener presented the agenda along with recommendations and requested the Chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the resolutions were made.

The Chairman-GRC welcomed all the members to the meeting. Further, Chairman reviewed and discussed about the points of agenda by considering the points of agenda.

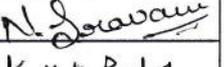
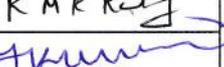
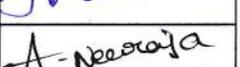
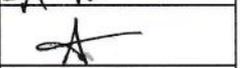
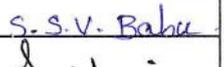
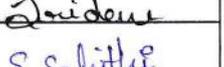
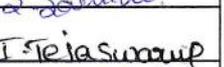
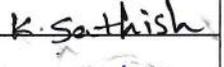
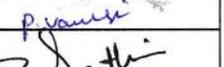
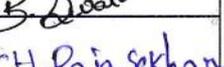
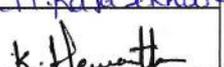
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4	Mr.Y.K.Subba Rao	HOD-MECH	Member	
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17	Mr.K.Hemanth	II year B. Tech. (PT)	Student- member	


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Ref: ACOE/GRC/2018-19/Constitution of Grievance Redressal Committee 26-10-2018

CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE

The undersigned is pleased to constitute the Grievance Redressal Committee with the following members for the academic year 2018-2019 to provide healthy environment and transparency within the campus.

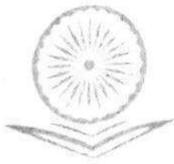
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4	Mr.Y.K.Subba Rao	HOD-MECH	Member
5	Dr.A.Neeraja	Prof-H&BS	Member
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ज्ञानं विद्यानं विष्कम्भे

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

UNIVERSITY GRANTS COMMISSION
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

F.No. 14-4/2012(CPP-II)

7th December, 2018

PUBLIC NOTICE

ON

UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on **23rd March, 2013**. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email grmhei.2018@gmail.com on or before **31st December, 2018**.

(Prof. Rajnish Jain)

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**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002**

NOTIFICATION

F.No.14-4/2012 (CPP-II)

New Delhi, the __ October, 2018

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any


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qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;
- (f) "grievances" include the following complaints of the aggrieved students, namely:
- i. making admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the admission process adopted by the institution;
 - iii. refusing admission in accordance with the declared admission policy of the institution;
 - iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
 - v. publishing any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;

- viii. breach in reservation policy in admission as may be applicable;
 - ix. nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
 - x. delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
 - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
 - xii. non transparent or unfair evaluation practices;
 - xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

- (n) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

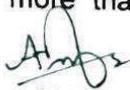
3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

- i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
 - (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
 - (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
 - (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
 - (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting ----- and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

- ii. Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its



PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
 - a) Head of the Department / School / Center – Chairperson
 - b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
 - c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

B. Institutional Grievance Redressal Committee (IGRC)


PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
 - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
 - (b) Dean of students/Dean, Students Welfare
 - (c) Two senior academicians other than Chairperson.
 - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

C. College Grievance Redressal Committee (CGRC)


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Aditya College of Engineering
SURAMPALEM-533 437

- (i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:
 - a) Principal of the college -Chairperson
 - b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

D. University Grievance Redressal Committee (UGRC)

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
 - a) A senior Professor of the university – Chairperson
 - b) Dean, Student Welfare or its equivalent - Member
 - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.


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Aditya College of Engineering
SURAMPALEM-533 437

(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

(ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

(iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.

(iv) The Ombudsperson, or any member of his immediate family shall not -

(a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely. -


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Aditya College of Engineering
SURAMPALY, TELANGANA

- (a) Nominee of the Governor of the State or his nominee - Chairperson
 - (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
 - (c) Vice-Chancellor of the concerned State University – Member
 - (d) Registrar of the concerned State University – Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of University Grants Commission – Chairperson
- (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

- (c) The Vice Chancellor of the university – Member
 - (d) The Registrar of the university – Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.



- (ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

6. FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.


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Aditya College of Engineering
SURAMPALEM-533 437

- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- (x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

9. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal


PRINCIPAL
Aditya College of Engineering
DAMPALM-533 437

Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.


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SURAMPALEM-533 437

(Prof. Rajnish Jain)
Secretary



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/GRC/2018-19/3/Circular

15-02-2019

CIRCULAR

All the members of the Grievance Redressal Committee are hereby informed that a meeting will be held on 16th February 2019 at 2.30PM in the Conference room, Ramanujan Bhavan with the following agenda:

AGENDA

1. Student/Faculty grievances.
2. To discuss the grievances received (S.NO:25-28) and resolve the same.

N. S. Srinivas
CONVENER-GRC

[Signature]
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Cc to: All members of GRC





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Ref: ACOE/GRC/2018-19/3/Minutes

16-02-2019

MINUTES OF GRIEVANCE REDRESSAL COMMITTEE AY 2018-2019

Date of meeting	16 th February 2019	Duration	2.30 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/GRC/2018-19/3/Circular dated 15 th February 2019		

The meeting of Grievance Redressal Committee of Aditya College of Engineering held on 16th February 2019 with the following agenda:

1. Student/Faculty grievances.
2. To discuss the grievances received (S.NO:25-28) and resolve the same.

The meeting of Grievance Redressal Committee was commenced with the welcome note by Convener -GRC, Ms.N.Sravani to all the members present. The Convener presented the agenda along with recommendations and requested the Chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the resolutions were made.

The Chairman-GRC welcomed all the members to the meeting. Further, Chairman reviewed and discussed about the points of agenda by considering the points of agenda.

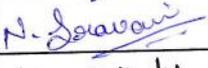
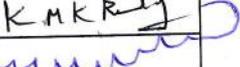
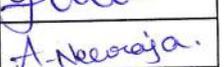
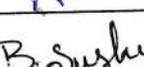
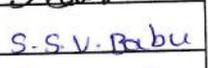
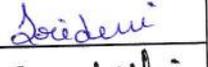
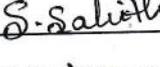
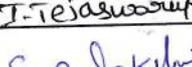
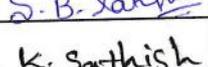
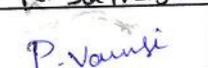
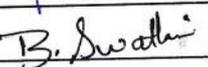
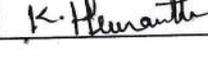
MINUTES AND RESOLUTIONS

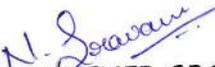
1. The grievance redressal committee discussed about listed student/faculty grievances and suggested necessary actions and the copy of the complaint and resolution is forwarded to concern authority/department.
2. The grievance redressal committee recommends the convener to prepare a consolidate report on the grievances reported.

The Chairman suggested the convener to maintain an activity diary and to get the feedback from the students/faculty who submitted the grievances. Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying out system successfully.

The meeting was concluded with thanks to the Chair.

Members attended the meeting on 16th February 2019

S.No.	Name	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Ms.N.Sravani	Assistant Professor-ECE	Convener	
3	Mr.K.Manoj Kumar Reddy	HOD-EEE	Member	
4	Mr.Y.K.Subba Rao	HOD-MECH	Member	
5	Dr.A.Neeraja	Prof-H&BS	Member	
6	Mrs.V.Anantha Lakshmi	Assistant Professor- CSE	Member	
7	Mrs.B.Jyothisushma	Assistant Professor- CIVIL	Member	
8	Mr.S.S.VinayBabu	Assistant Professor- PT	Member	
9	Mrs.P.Sridevi	Assistant Professor- MBA	Member	
10	Ms.S.Sahithi	II year B. Tech. (CSE)	Student- member	
11	Mr.I.Tejaswarup	II year B. Tech. (CIVIL)	Student- member	
12	Ms.S.Bhagya SriLakshmi	II year B. Tech. (ECE)	Student- member	
13	Mr.K.Sathish	III year B. Tech.(EEE)	Student- member	
14	Mr.P.Vamsi	II year B. Tech. (MECH)	Student- member	
15	Ms.B.Swathi	I year B. Tech. (H&BS)	Student- member	
16	Mr.CH.RajaSekhar	I year (MBA)	Student- member	
17	Mr.K.Hemanth	II year B. Tech. (PT)	Student- member	


CONVENER-GRC




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STUDENTS GRIEVANCES

ACADEMIC YEAR

2018 - 2019

SNO	Date of grievances	Reference Number	Complaint type	Action Taken	Sign of concern	Date solved	Result	Signature of principal
01.	06-07-2018	ACOE/GC/2018-19/001	Dust bins	Complaint forwarded to building supervisor and instructed to take necessary actions	✓	09-07-2018	Dust bins provided	
02.	07-07-2018	ACOE/GC/2018-19/002	Requirement of sports kits	Complaint forwarded to PT and instructed to take necessary actions	✓	09-07-2018	Sports kits provided	
03.	12-07-2018	ACOE/GC/2018-19/003	Sports period	Complaint forwarded to principal Sir	✓	20-07-2018	Taken necessary action	
04.	16-07-2018	ACOE/GC/2018-19/004	Washroom cleanliness	Complaint forwarded to building supervisor and instructed to take necessary actions	✓	12-07-2018	Necessary actions taken for maintain cleanliness	
05.	20-07-2018	ACOE/GC/2018-19/005	Fans & lights	Complaint forwarded to building supervisor and instructed to take necessary actions	✓	23-07-2018	Repaired fans & lights	

S.No	Date of Grievances	Reference Number	Complaint - Type	Action - Taken	Sign of concerned	Date solved	Result	Signature of principal
06	20-07-2018	ACOE/GIC/2018-19/006	classroom maintenance	complaint forwarded to building supervisor and instructed to take necessary action		23-07-2018	Necessary actions are taken for class room maintenance	
07	27-07-2018	ACOE/GIC/2018-19/007	class room maintenance	complaint forwarded to building supervisor and instructed to take necessary action		28-07-2018	Necessary actions are taken for class room cleanliness	
08	01-08-2018	ACOE/GIC/2018-19/008	sports period	request letter forwarded to the principal sir.		02-08-2018	taken necessary action	
09	09-08-2018	ACOE/GIC/2018-19/009	Dust bin cleaning	complaint forwarded to the building supervisor to take necessary action		10-08-2018	Dust-bin cleaned.	
10	09-08-2018	ACOE/GIC/2018-19/010	cultural fest	Request letter forwarded to principal sir for conducting cultural fest		28-08-2018	taken necessary action.	

S.No	Date of Clearance	Reference Number	Complaint - Type
09	13-08-2018	AOE/GCL 2018-19/011	RO-water facility

12	20-08-2018	AOE/GCL 2018-19/012	RO-water facility
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13	27-08-2018	AOE/GCL 2018-19/013	Requirement of text books
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14	22-08-2018	AOE/GCL 2018-19/014	Transportation problem
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15	25-08-2018	AOE/GCL 2018-19/015	Stock of recids
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Action - Taken	Sign of concern	Date solved	Result	Signature of principal
Complaint forwarded to building supervisor and instructed to take necessary action		14-08-2018	RO-water provided	

Complaint forwarded to building supervisor and instructed to take necessary action		20-08-2018	RO-water provided	
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complaint forwarded to library in-charge and instructed to take necessary action		29-08-2018	Books procured	
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Complaint forwarded to transportation in-charge and instructed to take necessary actions.		28-08-2018	Transportation provided.	
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Complaint forwarded to AO and instructed to take necessary actions.		29-08-2018	Recids procured.	
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S. NO	Date of Grievance	Reference Number	Complaint - Type	Action Taken	Sign of Convent	Date solved	Result	Signature of principal
16.	28-08-2018	ACOE/GC/2018-19/016	observatory cost	complaint forwarded to AO and instructed to take necessary actions		29-08-2018	Observation cost reduced.	
17.	04-09-2018	ACOE/GC/2018-19/017	water facility	Complaint forwarded to building supervisor and instructed to take necessary actions		05-09-2018	water facility provided.	
18.	04-09-2018	ACOE/GC/2018-19/018	cultural Fest	request letter forwarded to principal Sir for conducting cultural fest		25-09-2018	Approved to conduct cultural fest.	
19.	02-09-2018	ACOE/GC/2018-19/019	cultural fest	request letter forwarded to principal Sir for conducting cultural fest		28-09-2018	Approved to conduct cultural fest.	
20.	02-09-2018	ACOE/GC/2018-19/020	Records stock.	Complaint forwarded to AO and instructed to take necessary action		08-09-2018	Records procured	

S.No	Date of Governance	Reference Number	Complaint Type	Action Taken	Sign of Councilor	Date received	Result	Signature of principal
21	02-09-2018	ACC/GC/2018-19/001	Cultural fest	Request letter forwarded to principal for conducting cultural fest.		02-09-2018	Approved to conduct cultural fest.	
22	10-09-2018	ACC/GC/2018-19/002	water facility	Complaint forwarded to building supervisor and instructed to take necessary actions.		11-09-2018	water facility provided.	
23	11-09-2018	ACC/GC/2018-19/003	Transportation	complaint forwarded to transportation in charge and instructed to take necessary action.		12-09-2018	Transportation provided.	
24	12-09-2018	ACC/GC/2018-19/004	Drinking water facility	complaint forwarded to building supervisor and instructed to take necessary actions.		13-09-2018	water facility provided.	

S.NO	Date of Grievances	Reference Number	Complaint Type	Action Taken	Signature of concerned	Date solved	Result	Signature of principal
25	15-09-2018	AOE/GC/2018-19/025	Transportation problem	Complaint forwarded to transportation incharge to take necessary action		16-09-2018	Transportation provided	
26	28-11-2018	AOE/GC/2018-19/026	Lab maintenance	Complaint forwarded to building supervisor and instructed to take necessary actions.		30-11-2018	Necessary actions are taken for lab maintenance	
27	20-02-2019	AOE/GC/2018-19/027	Requirement of records	Complaint forwarded to AO and instructed to take necessary action.		21-02-2019	Records provided	
28	19-03-2019	AOE/GC/2018-19/028	Requirement of Books in library	Complaint forwarded to the library incharge and instructed to take necessary action.		23-03-2019	Books provided	

6/7/18
ACOE/GC/2018-19/001 Swampalem

To
Convener
Grievance cell
Aditya College of Engineering
Subject : Non-availability of dust bins

Repeated Sir,

I Sayonika Das student of petroleum dept
there are no dust bins provided in our
campus and students are throwing waste
materials all over the college. Due to that
the college surrounding became dirty.
Due to that 'Swachh Bharath' mission is failed
in our campus and so, please provide
dustbins to every class room and make
the college surroundings clean.

Thanking you Sir,

Yours obediently
Sayonika Das.

ACOE/GC/2018-19/002

Date: 7-7-18,
place: Surampalem.

To,

Grievance Cell

ACOE

Subject: Non-Availability of Sports Kits

In our college we don't have sports kits
to play the games. So, I requested please
provide the sports kits

Thanking you sir,

Yours faithfully,
A. Karthik,
Civil Dept.

ACOE/GC/2018-19/003

Date: 12-7-18

TO,

Place: sudampalam.

convenor grievance cell

Aditya collage of engg

Reg: sports hour not available.

Respected sir,

sir our collage management has no sports hour for the students to participate in the sports. and every student feeling very stress full without having the sports hour so please arrange or give the sports hour weakly 3 or 4 days for the students. so they will relax. and concentrate on the studies.

Thanking you,

Yours faithfully,

name: P. Prem Sagar

EC E -

ACOE/GC/2018-19/004

DATE: 16/7/18,
PLACE: SUBAMPALAM

TO
CONVENOR
GRIEVANCE CELL
ADITYA COLLEGE OF ENGINEERING.

SUB: Washroom cleaning

IN our college there is no proper maintenance of washrooms
so please maintain washrooms very clean.

Thinking you sir

Yours obediently,
P. Ranjan.

ACOE/GC/2018-19/005

To,

CONVENOR

Grievance cell

Aditya college of engineering

Reg :- class room cleaning

In our college there is no proper maintenance in our class rooms, so please clean the class rooms.

Thanking you Sir,

Yours obediently
S. Lokesh
Dept of ECE

ACOE/EC/2018-19/006

20/07/18

To,
The Convenor,
Grievance cell,
ACOE.

Sub:- Problem regarding lights & fans in
class rooms.

Respected sir,

I am sudarshan studying B.Tech
II year, ECE(B), 17MIA0489. I want to
bring to your notice that fans & lights
are not working properly in class room.

Please consider my request & take
the action on it

Thanking you,

Yours sincerely

P. Sudarshan

ACOE/GC/2018-19/1007
~~ACOE~~

Surampalem,
27th July, 2019.

To,

The Convenor,
Aditya College of Engineering,
Surampalem.

Sub: Regarding class room maintenance

Respected Sir,

I am student of Aditya College of Engineering. We are facing the problem regarding class room maintenance. As maid's are not cleaning our room properly, we are getting bad smell. So please look into our problem.

Thanking you,

Yours obediently,
M. Chandu

1-8-18
Swampalam.

To

ACOE/GC/2018-19/008

Convent

gymnase cell

reg: Sports hour

Sir,

I'm from ECE department studying in 3rd year.

We are facing a problem regarding sports hour.

That our college management did not providing a sports hour in our time table so sports men in

our college are suffering a lot of stress balancing

sports and studies so it is necessary to have a sports

hour.

Thanking you,

Yours faithfully,
Student - of. ECE

ACOE/GCL/2018-19/009

09-08-2018,

Sevampalem

TO,
The Council,
ACOE.

Sub: problem regarding cleaning of dustbin

Respected madam,

I. Sureshprakash studying III - mech.

I want to bring to your notice that dustbin
not cleaned daily, ~~because~~ because of that
we are facing inconvenience. so, please take
immediate action.

Thank you,

Yours faithfully,

K. Sureshprakash

17MHSA0365.

ACOE/GC/2018-19/0107

Date: 9/8/18
Place: Surampalem

To,
Grievance cell

ACOE

Subject regarding cultural fest

Respected madam,

I K. Anudeep, dept. of CSE, 3rd CSE, 15MH1A0569.

In our campus there is no cultural fest to improve our cocurricular activities the cultural fest is very useful so conduct cultural fest once in a year.

Thanking you, madam,

Yours faithfully
K. Anudeep.
15MH1A0569.

ACOE/GC/2018-19/011

Date: 13/8/18

Place: Surampalem

To,

Grievance cell

Aditya college of engineering

Subject: regarding ~~water~~ water

Respected sir,

I P. Siva Sree Sandeep, Dept: ob. cse, studying IInd yr.

In our campus the drinking water quality is not so good. so, please provide RO water.

Thanking you sir

yours obediently

P. S. S. Sandeep.

ACOE/GC/2018-19/012 20-08-18.

To,
The convenor,
Grievance cell,
ACOE.

Sub:- Problems regarding RO water in class

Respected sir,

I am A. harika studying B.Tech II year CSE
Roll no: 17MHMA0560.

I want to bring to your notice that RO water
are not available in my campus.

Please consider my request & take the
action on it.

Thanking you,

Yours sincerely

A. harika

ACOE/GC/2018-19/013

27/08/18.

To,
The convenor,
Grievance Cell,
ACOE

sub:- Problem regarding rights Reference books
in library.

Respected sir,

I am K. Ravikumar studying BTech III year
CIVIL, Roll No. 6MH/A0107. I want to bring to your
notice that Reference books are not available
in library.

Please consider my request & take the
action on it.

Thanking you,

Yours sincerely

K. Ravi Kumar

ACOE/GC/2018-19/014

27-08-2018

place: Surampalem

To,
Grievance cell
ACOE

Respected sir,

Lakshman, studying MBA IInd year
campus there is no proper transport

facility during semester examinations. so please
provide buses during examinations.
Thanking you,

yours faithfully,
P. Lakshman.

ACOE/GC(2018-19/015

Susampalem.
28-8-18,

To

The Respected Convenor,

Aditya College of Engineering,

Susampalem.

Sub:- Regarding Stationary of External Exam papers.

I am Student of ACOE. So, In our campus we are facing the problem regarding Stationary of External Exam papers. As Cost is so much high in our College we can afford it. As observation is just Rs 30/- outside in our Colleges it is Rs. 100/-. They are getting more than 50% profit so that we can't afford this fuck. So please look into our problem, and please provide us at correct rate/fair prices.

Thanking you,

Yours Obedient
P. Lakshman

ACOE/GC/2018-19/016

28/08/18,
Swampalem.

TO

grievance cell

Aditya college of engg

Sub/Reg: Problem in Stationary.

Respected Sir,

I am the student of ECE IIIrd year of ACOE. our

college not have correct ^{stock} supply of record sheets and record

Pads. so, please have a sufficient stock for all students.

Thanking you Sir,

Yours obediently;

X X X X

ACOE/GC/2018-19/017

4/9/18,

Sivampalem,

To,

grievance cell

Aditya college of Engineering

Respected Sir,

Sub: Regarding cultural fest to conduct in college

I student of Aditya college of Engineering Studying
III - Btech, Electronics and communication Engineering [ECE], with

As studying in Engineering college it must it should
be conduct cultural fest in our college, as
per the students request asking the management
to conduct cultural fest in our college.

Hoping so you will be conducting cultural
fest in our college

Thanking you

Yours faithfully,
~~Aditya~~

Suvarnapalem;

04-09-18.

ACOE/GC(2018-19)/018

TO

The convenor,
Grievance cell,
ACOE.

sub: problem regarding to R.O water in campus

Respected Sir,

I saideepak studying Btech II year and I want

to bring to you notice that the R.O water are not properly purifying and it contains a dust.

please consider my request and take the action unit.

Thanking you Sir.

yours faithfully

B. saideepak;
18MH1A0201,

ACOE/GC/2018-19/019

7/9/18,
Sivampalem.

TO,

Convent,

Grievance-cell,

AOE.

Respected sir,

Reg: cultural club.

I. N. poarthi^o studying MBA

In our college please conduct ~~an~~ cultural
fest for students.

Thanking you,

yours obediently,

N. poarthi

07-09-18,
Swarnpalem

ACOE/BC/2018-19/020

TO

The convenor,
Grievance cell.

ACOE.

sub: problem regarding to stationary in college.

Respected sir,

I K. Avinash Varma studying B.Tech III year ~~and~~ ^{and} Petroleum and

I want to bring to your notice regarding the record pads are not available and paper quality of record sheet is less.

please consider my request and take action on it.

Thanking you sir.

Yours faithfully

K. Avinash Varma,

15MH1A02708.

7/9/18

Susampalem

ACOE/GC/2018-19/021

To,

Aditya College of Engineering

Sub/Reg: Cultural fest in college.

we are studying

college was not conducting any
celebrating every year, but didn't looking at our request
so, please conduct cultural fests in our college.

Thanking

Yours obediently,

10/9/18
Surampalem.

ACOE/GC/2018-19/022

7 To
Grievance cell.
Aditya college of Engineering.

Respected Sir.

Aditya college of Engineering

not available at the college we are suffer and facing the
drinking water problem. so please provide the drinking
water.

Thanking you sir

yours obediently
.....

ALOE/GC/2018-19/023

11/9/18,
Suxampalem.

To,
grievance cell

Aditya college of engineering

Sub/yes!- Transportation

Respected sir,

I am studying in Aditya college of engineering. College management do not provide the college buses to the students while conducting the semester exams. Students are suffered for this situations. Please provide the bus facility for all the students while exams.

Thanking you,

Yours obediently,
K. Musthalid.

ACOE/B/C/2018-19/024 swampalem.

grievance cell

A&itya college of Engineering

sub/Reg: pure water in college

we college was not conducting ^{are} any providing
requesting to provide pure water
looking at our request^s so please
but they
cond

ing you,

Yours faithfully

15/9/18,
Surampalam.

ACOE/GC/2018-19/025

To,

Grievance cell

Aditya college of engineering

Respected sir,

college management do not provided the buses to the students while conducting the semester exams. students are also suffered for this situation. Please provide the bus facility to the all students while exams.

Thanking you,

Yours faithfully,
Student

S. W. Ramphalem

28/11/18

To
The Grievance cell

ACOE/GC/2018-19/026

ACOE

Respected sir .

Sub:- Regarding lab maintenance - Reg

I. V. Kameswararao studying Electrical and communication Engineering. The ~~lab~~ lab maintenance is not good please provide high speed internet for research.

Thanking you.

Your obediently

V. Kameswararao

ECE

16MH1A045

ACOE/GC/2018-19/029

20/02/2019
Sivampalem.

TO,
The GRC - convenor,
ACOE,
Sivampalem.

Respected convenor,

Reg: problem regarding stock of records.

I B. Ganesh bearing roll no: 18MH5A0408
studying III-EC-A I just bringing you notice that
records stock over. the lab internal exams are
coming. so, I request you to provide the records
as early as possible sir. Thank you.

Yours obediently,
B. Ganesh.

ACOE/GC/2018-19/028

Burampalem

19-03-2019

TO,

The Guidance cell

ACOE

Respected sir,

Sub: Regarding Requirement of text books in library

I. A. Kiran Studying electrical and electronics

Engg. we need new text books in our library please

provide new updated edition text books.

Thanking you sir,

Yours sincerely,

A. Kiran.
EEE.