



J.B. INSTITUTE OF ENGINEERING & TECHNOLOGY
UGC AUTONOMOUS

Dt:12-05-2023

CIRCULAR

No. JBIET/ Student Grievance Redressal committee /2023/5/2

Sub: Constitution of Student Grievance Redressal committee

The function of the Student Grievance Redressal committee (SGRC) is to look into the complaints lodged by any student of the Institution. The SGRC is also empowered to look into matters of harassment in any manner. Anyone with a genuine grievance may approach the cell members in person, or contact coordinator of SGRC. In case the person is unwilling to appear in self. Grievances may be dropped in writing at the suggestion box of the Grievance cell at Administrative block. Grievances may also be sent through e-mail to the officer in-charge of the cell.

Following members have been nominated as a part of this cell for the academic years 2022-23 & 2023-24.

The Student Grievance Redressal committee is constituted with the following members:

S No	Name of the Member	Designation	Position
1.	Dr. P.C. Krishnamachary	Principal	Chairman
2.	Dr. Himanshu Sarma	DEAN, Administration	Convener
3.	Dr. Md. Salauddin	DEAN, Academics	Member
4.	Dr. B.V. Swarnalathamma	DEAN, First year	Member
5.	Mr.B.Chandra Singh	Assistant Professor, EEE	Member
6.	Mr.C.Tharun Kumar	2 nd year ECE (21671A0417)	Member

Objectives of SGRC:

The Objective of the SGRC is to develop a responsive and accountable attitude among all the students in order to maintain a harmonics educational atmosphere in the institute.

A Student Grievance Redressal committee is constituted for the redressal of the problems reported by the Students of the Institute with the following objectives:

Upholding the dignity of the institute by ensuring strife free atmosphere in the Institute through promoting cordial student-student relationship and student teacher relationship.

Encouraging the students to express their grievances/problems freely and frankly, without any fear of being victimized.

Advising students of the institute to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

Advising all staff to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

Functions of SGRC:

Key functions of SGRC are mentioned below.

The cases will be attended promptly on receipt of written grievances from the students.

The committee formally will review all cases and will prepare statistical reports about the number of cases received.

The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure for lodging complaint:

The students may feel free to put up a grievance in writing and drop it in boxes.

The Grievance committee will act upon those cases which have been forwarded along with the necessary documents.

The grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

This committee will meet at least once in a semester and submit its minutes of meeting to principal for necessary actions.

Copy to:

*Members of the Committee,
Personal files,
The CA for information,
The CEO for information,
The Secretary for information*


Principal

PRINCIPAL
J.B. INSTITUTE OF
ENGINEERING & TECHNOLOGY
Bhaskar Nagar, Yenkapally
Moinabad (M), R.R. Dist.-500 070.