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Dakamarri, Bheemunipatnam Mandal, Visakhapatnam Dist. – 531 162 (A.P.) Ph: +91-8922-248001, 248002 Fax: +91-8922-248011

e-mail: principal@raghuenggcollege.com website: www.raghuenggcollege.com

Ref No: REC/Admn./2023-24/6

Dated: 26.05.2023

Circular

I am pleased to inform all the members in the Staff Grievance & Redressal Committee that, based on your expertise, dedication and commitment to excellence, you have been appointed as a member of the Staff Grievance & Redressal Committee at Raghu Engineering College. Staff Grievance & Redressal Committee is reconstituted for academic year 2023-24 at institute level. The following members have been appointed as committee members of the Staff Grievance & Redressal Committee for the academic year 2023-24.

Staff Grievance & Redressal Committee Members						
S. No.	Name of the Member	Designation	Role			
1	Dr. Ch Srinivasu	Principal	Chairman			
2	Mrs. K Bhanukumari	Assoc. Professor	Co-Ordinator			
3	Mr. U sarat	Assoc. Professor	Member			
4	Mr. S Srinath raju	Professor	Member			
5	Dr. R Sivaranjani	Professor	Member			
6	Dr. G V Sivaprasad	Professor	Member			
7	Mrs. T Surya Kavitha	Assoc. Professor	Member			
8	Mr. Somasekaram	Assoc. Professor	Member			
9	Mr. G Rajarao	Sr. Asst.	Member			

Copy to:

- 1. Chairman Desk
- 2. All Deans
- 3. All the heads of Department
- 4. All members





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Staff Grievance Policy

Introduction:

In accordance with the UGC (Grievance Redressal) Regulations 2017, Raghu Engineering College (REC) shall have a mechanism to address grievances of Staff. Accordingly a policy for grievance redressal of Staff has been outlined as under withan aim & objective to redress the grievances of the Staff of REC in a just & fair manner.

Staff refers to all academic and non-academic staff members. It includes faculty (full time, part-time or visiting), Deans, academic support staff members, full-time or part time employees and full-time consultants who are involved in administrative or non-academic work.

'Grievance' may be related to any of the employee's dissatisfaction / disagreement with any aspect of the College activities and services including those of other employees or persons.

'Employee or Person' shall mean a member of the academic staff or an officer or non-teaching staff of the College who are on the rolls of the College.

Aim/Objective:

The aim of these rules is to create and maintain an effective, timely, fair and equitable grievance handling system for its employees, in this, following shall be the key operative principles:

- 1. To develop a culture of understanding, addressing and providing quick redress to any grievances and take steps to prevent recurrence of such incidents;
- 2. To set in place a grievance handling system that is employee focused.
- 3. To ensure that any grievance is resolved promptly, objectively and with sensitivity and in complete confidentiality as best as possible.
- 4. To ensure that the views of each complainant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized.
- 5. To ensure that there is a consistent response to grievances.



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Functions:

- 1. The cases will be attended promptly on receipt of written/oral grievances from the staff directly or indirectly
- 2. The cell formally will review all cases and will prepare statistical reports about the number of cases received.
- 3. The cell 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.

The following are the different Grievances of staff:

- Against action of peer group, Head of the Department or Dean.
- Against the conduct of any officer or support staff.
- Matters related to service conditions, performance appraisal, promotion, pay and allowances etc.
- Facilities at work place.
- Grievances regarding library functioning.
- Against common services such as transportation, canteen, medical facilities etc.

Procedure for submitting grievance:

REC has adopted following procedures for submitting grievances from staff:

- General invitations to staff informally drop in and discuss over their grievance with concern authority in their respective department.
- The staff may even present their grievance through phone contact.
- The staff can forward their grievance to "staffgrievance@raghuenggcollege.in"

Constitution of the Grievance Redressal Committees

- 1. Departmental Grievance Redressal Committee (DGRC)
- 2. Central Grievance Redressal Committee (CGRC)



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Departmental Grievance Redressal Committee (DGRC)

- 1. A complaint by an aggrieved staff relating to a Department, shall be addressed to the Departmental Grievance Redressal Committee (DGRC) to be constituted at the level of the Department, with the following composition, namely:
 - i. Head of the Department, by whatever designation known Convenor
 - ii. One Senior faculty, from the Department to be nominated by the HOD- Member
 - iii. A member of the faculty, well-versed with the mechanism of grievance redressal to be nominated by the HOD- Dept. Coordinator-Member.
- 2. The term of the members of the Committee shall be of two years.
- 3. The quorum for the meeting of DGRC, including the Chairperson, shall be two.
- 4. Before considering the grievances, the DGRC shall follow principles of natural justice.

The DGRC shall submit its report with recommendations, if any, to the Head of the institution, with a copy thereof to the aggrieved student, within a period of 03 days from the date of receipt of the complaint

Central Grievance Redressal Committee (CGRC)

- 1. Where a complaint does not relate to any academic Department, grievance not resolved by the department level committee as the case may be, the matter shall be referred to the Central Grievance Redressal Committee (CGRC) to be constituted by the Head of the Institution, withthe following composition, namely:
 - i. Head of the institution Chairperson
 - ii. A senior faculty member, well-versed with the mechanism of grievance redressal tobe nominated by the head of the institution—Coordinator
 - iii. Representatives -Staff from the departments to be nominated by the HOD-Members
- 2. The term of the members of the committee shall be of two years.
- 3. The quorum for the meetings of the CGRC, including the Chairperson, shall be one.
- 4. Before considering the grievances, the CGRC shall follow principles of natural justice.

The CGRC shall send its report with recommendations, if any, to the head of the Institution, along with a copy thereof to the aggrieved student, within a period of 7 workings days from the date of receipt of the grievance.



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Mechanism for redressal of Grievances of Staff:

- This committee will classify the Grievance submitted into i) Academic ii) Non-Academic iii) Related to the Assessment iv) Related to the Attendance v) Related to the conduct of Examinations vi) Related to canteen facility vii) Related to transportation facility and ix) Harassment by other student or staff.
- ➤ If the Grievance is to be redressed by department itself, it is passed to the department level Grievance Redressal Committee.
- An aggrieved person shall present his/her grievance verbally or in writing to the concerned HoD.
- Grievance redressal committee collects the necessary documentation based on the type of Grievance and thoroughly discussed to implement redressing mechanism.
- > Grievance redressal committee decides the action to be taken for the redressal.
- The HOD is required to furnish the answer within 1 week of the presentation of grievance.
- If the person is not satisfied with the answer given by Departmental Grievance Redressal Committee (DGRC), he/she can approach the Central Grievance Redressal Committee (CGRC) the committee shall give their decision within 15 days of the presentation of the complaint(s).

Note:

- 1. The decision of the Central Grievance Redressal Committee (CGRC), in such mattersshall be final and there shall be no further appeal in the matter.
- 2. The committee will recommend appropriate action against complainant(s), if complaints made are found to be baseless or trivial.
- 3. Board of Management (BOM) of the Institution may revise the procedure from time to time.

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Ref:/REC/STF-GR/2023-24/001

Date: 16-Aug-2023

NOTIFICATION

Sub: Reconstitution of Staff Grievance and Redressal Committee for the year 2023-24

The undersigned is pleased to reconstitute the Staff Grievance and Redressal Committee with the following members to address and resolve the grievances related to Staff for the academic year 2023-24. All the members of the committee are requested to accept their nomination.

Sl. No.	Name of the Member	Designation	Role
1	Dr. Ch Srinivasu	Principal	Chairman
2	Mrs. K Bhanukumari	Assoc. Professor	Co-Ordinator
3	Mr. U sarat	Assoc. Professor	Member
4	Mr. S Srinath raju	Professor	Member
5	Dr. R Sivaranjani	Professor	Member
6	Dr. G V Sivaprasad	Professor	Member
7	Mrs. T Surya Kavitha	Assoc. Professor	Member
8	Mr. Somasekaram	Assoc. Professor	Member
9	Mr. G Rajarao	Sr. Asst.	Member

Copy to:

- 1. Principal office
- 2. Dean's
- 3. All HODs
- 4. Committee Members
- 5. IQAC

Signature of the Chairperson

PRINCIPAL



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Ref no: REC/STF-GR/2022-23/002

Date: 17-Aug-2023

MEETING NOTICE

There will be a meeting of Staff Grievance and Redressal Committee on 18-Aug-2023 at 11:00 AM in Seminar Hall. All the members are requested to make it convenient to attend the meeting.

Agenda:

- 1. Address by Chairman
- 2. Action items from previous meeting minutes
- 3. Plan for AY2023-24
- 4. Any other matter with the permission of the chair

Copy to

- 1. Principal office
- 2. Vice Principal
- 3. All HODs
- 4. Committee members
- 5. IQAC

Signature of the Chairperson

PRINCIPAL

Raghu Engineering College Dakamarri Bhimai Mandal «Kija-ATN» DE T



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Minutes of Meeting

Date: 18-Aug-2023

Venue: Conference Room

Time: 11:00 AM

MEMBERS PRESENT:

S.No.	Name of the Member	Designation	Role	Signature
1	Dr. Ch Srinivasu	Principal	Chairman	ARD
2	Mrs. K Bhanukumari	Assoc. Professor	Co-Ordinator	A
3	Mr. U sarat	Assoc. Professor	Member	91.5
4	Mr. S Srinath raju	Professor	Member	wa
5	Dr. R Sivaranjani	Professor	Member	2bxi
6	Dr. G V Sivaprasad	Professor	Member	y. v. sivagrund
7	Mrs. T Surya Kavitha	Assoc. Professor	Member	W State
8	Mr. Somasekaram	Assoc. Professor	Member	they -
9	Mr. G Rajarao	Sr. Asst.	Member	GM

Agenda:

- 1. Address by Chairman
- 2. Action items from previous meeting minutes
- 3. Plan for AY2023-24
- 4. Any other matter with the permission of the chair

The Chairman welcomed all the members of the Committee and chaired the meeting.

- 1. The coordinator highlighted the previous meeting minutes; reporting that grievances were raised from staff for 2022-23 and thanked the management for arranging
- 2. The Committee decided to continue the activities similar to previous year
- 3. As per the guidance submitted by one of the lady faculty from ECE department, the driver has been given a strict warning and if it repeats he can be terminated from services.
- 4. The Convener thanked the Chairman and appreciated all the Committee members for attending the meeting and providing their suggestions.

Copy to:

- 1. Principal Office
- 2. Dean's
- 3. All HODs
- 4. IQAC

Signature of the Chairperson

PRINCIPAL

To

The ChairPerson

Staft GrieVance Committee

Raghu Engineering College

Daleamarri.

40

25 Aug 23

Sir,

Raghu Engineering College Dakamarri Bhimili Mandal VISAKHAPATNAM DIST

Sub: Requisition for Additional Almirah-Reg.

1. Y. Satyana eyane working an office Superthrevdent of Raghu Engineering College writting
this letter to bring into your Consideration that
I have noticed that the count of office files
used for documentation filing Purpose is
increasing from menth to month and also we
need an additional almirah to maintain office
need an additional almirah to maintain office
files in a good and safe condition. So I am
succepting you to Meane teindly Provide an
additional almirah. I am expecting a favorable
gersonse from your end. I shall be highly
thankful.

pequet and affrore the same. I look forward to heaving back from You 8000.

yours sincerty



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Date: 26-08-2023

ACTION TAKEN REPORT

Staff Grievance and Redressal Committee received a request from I Satyanarayana, office Accountant. The requisition is for an Almarah for the additional files. It has been discussed with Dean (P&D) and provided with an Almarah for office purpose.

Copy to:

- 1. Principal office
- 2. Accounts dept.

PRINCIPAL

Chairperso

To

The chairperson,
Staff Gnievance Committee
Raghu Engineering College
Dakamarri,

Respected six,

PRINCIPAL
Raghu Engineering College
Dakamarri Bhimili Mandal
VISAKHAPATNAM DIST

Sub: Requisition for a strong new iron sabe and office tables.

I satyannarayana obsice Accountant would like to bring to your kind notice negarding the paovision of strong inon safe. To keep the money safe, we need a strong inon safe with a safety lock, we also need office tables (3 number) along with draws, we neguest you to provide us with an inon safe and tables, as early as possible.

Thanking you six, Yours faithfully. Satya Nareyana...



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Date: 07-09-2023

ACTION TAKEN REPORT

An Office accountant Mr. I .Satyanarayana given a requested letter to arrange Iron safe along with locker to keep safe collected fees, 3 staff tables along with desks in the office staffroom .Hence, requested to look into the matter at the earliest to avoid miscellaneous of office provisions.

The given written Requisition letter regarding the arrangements of office provisions (Iron safes with locks, 3tables along with desks) has been noticed and, arranged the required provisions through informing the person concerned to run the process smooth. It has been resolved.

Copy to:

1. Principal office

2. Dean (P & D)

3. Mr. I Satyanaryana

Signature of the Chairperson

Dakamanni, Dake: -14/09/023

10

The CHAIR PERSON,

Staff Grievance committee,

Raghu Engineering College,

Dakamarri.

Raghu Engineering College Dakamarri Bhimili Mandal VISAKHAPATNAM DIST

Sin,

Sub: Issue with Transportation.

I p. Rowi kuman, working at Attitt. Party
in the Department of Electrical 4 Electrical Engg
wants to being my problem which iam freing with
transportation, to your kind notice, that even though
i reached my but stop in Granividi by 7:15 am
shouply and essited to 10 min that mean upto 7:25am
Shouply and essited to 10 min that mean upto 7:25am
but but essay not arrived the but stop. So i reached
but but essay on my own transportation. Just now i
to college today on my own transportation. Just now i
cancelo know that but was reached and left the but stop
before to minute to the actual scheduled line.

peak take necessary actions to solve this problem.



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Date: 16-09-2023

ACTION TAKEN REPORT

The problem has been decided with the Transport Department. And all the drivers are instructed by the Transport Department to reach the stops on time. Even they reach the stops a little earlier, they are instructed to wait until the right time. The same has been made applicable for other routes.

PRINCIPAL
Raghu Engineering College
Dakamarri Bhimili Mandal
VISAKHAPATNAM DIST

Copy to:

- 1. Principal office
- 2. Transport Convenor.

The Cheirman, Grievance Cell, Raghu Engeneery collen.

Forom.

Gr. Snideni,
Asch professor,
Department gese,
Raghu Engineerig College.

PRINCIPAL
Raghu Engineering College
Dakamarri Bhimili Mandal
VISAKHAPATNAM DIST

Sub: Request for Wife Service Ray,

I G. Su'done Walling as Aut professal. En the depart of CSE, Laghue Engineering Collen. Kindly provide.
Wife Service for Staffroom.

Thanking you Sir,

Gorn Brideri.

Granderi.

Asst. professo.

Dept of CSE,

REC.



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Date: 26-09-2023

ACTION TAKEN REPORT

A grievance regarding the internet issues has raised by the faculty Mrs. G Sridevi, Asst. Prof, CSE dept. The issue has been discussed with the Concern authorities and made the internet available at high speed. A new dongle has been given to the staffroom.

Copy to:

- 1. Principal office
- 2. Transport Convenor.

Chairperson

The Chairman Statt Greivance Committee Raghu Engineering College.

Subject: Request for new bus stop

Respected Sia,

Raghu Engineering College Dakamarri Bhimili Mandal VISAKHAPATNAM DIST

I, My M. Meera Keeman

Noting as Associate Peopenol in ECE department of

REC request you for new bus stop at Chintalawalasa

REC request you for new bus stop at Chintalawalasa

near much college as I have shifted my house

near much college as I have shifted my house

to the above place and cannot board the bus at Agrinada:

to the above place and cannot board the bus at Agrinada:

I would be grateful to this kind act.

Yours faithfully

Thanking You Sa,

H. Leeve terman

Forwarded to Chairman, Staff Gajevanne Cammiltee Chairman,

ECE Dapartment College Paghu Englishearth Maghu Englishearth Maghuagarth Maghuagarth Englishearth Englisheart



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Date: 16-11-2023

Dakamarri Bhimili Mandal

VISAKHAPATNAM DIST

ACTION TAKEN REPORT

It is notified that an action was initiated against request of Mrs. Meena Kumari, Assoc. Professor, ECE Department, about the change of her bus halt from assigned to Chintalavalasa as she recently shifted to Chintalavalasa

Result: It was informed to the transport department. They will look into the possibilities of the halt and will take necessary action.

Copy to:

- 1. Principal office
- 2. Transport Convenor
- 3. Mrs. Meenakumari

REC.

04.12.2023

From

Ch. Seshadin Roo, Assoc. Pruf, Dept: Jese REC.

PENCIPAL

Raghu Engineering College Dakamarri Bhimili Mandal VISAKHAPATNAM DIŞT

Respected Sin

Sub: Replace my chair with new one, as the chair legs is broken - Reg

I am writing this letter, so inform you, that the chair in which I am sitting the legs are broken, The chair needs to be replaced.

request you to replace this chair with new one or depair it.

Thanking You,

Yours faithfully, (Ch. Seshador Rea)



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Date: 06-12-2023

ACTION TAKEN REPORT

An Associate Professor Mr.Ch .Seshadri from Dept of CSE has lodged a complaint regarding the seating chair has been broken it legs in his staffroom. Hence, requested to look into the matter at the earliest.

The above written Requisition letter regarding broken chair has been observed and action taken through by replacing with a new chair and, it has been resolved.

Copy to:

- 1. Principal office
- 2. Dean (P & D)
- 3. Mr. Ch Seshadri

CHAIRPERSON

Dakamawi Date: 14.12.2023

10

THE CHAIRPERSON

STAFF GRIEVANCE COMMITTEE SAGHU ENGINEERING COLLEGE DAKAMARRI

Raghu Engineering College Dakamarri Bhimili Mandal VISAKHAPATNAM DIST

Sub: Requisition for repaining Ceiling form in staff from lag

I Mr S.KRANTHI FOMMR. S. Working as Associate Professor in the department of EEE, coesting this letter to bring into your Kind notice that a ceiling felon installed just about seating place I portesuper mo i al, moor that no or primmer too eas please kindly followed the issue to concern depostment as early be possible tell tele necessary action. I am emperhypy a favourable Thanking you Am

Jour Snewy

Colmon (S. ARANTHI LUMAR) Broc. Professor

Jo

The Chair Person,

Staff Govievance Committee,

Raghu Engineering Gollege (A).

Sub: Issue with Townportation-

Respected Sir,

PRINCIPAL
Raghu Engineering College
Dakamarri Bhimili Mandal
VISAKHAPATNAM DIST

I Paramadha Rani Vijjapu, working as Assistant Professor in the Department of Electrical & Electronics Engineering wants to bring my problem which Jam Jacing with transportation. I was waiting for bus in the slop, and bus crossed me without stopping at my bus. Due to heavy traffic, the douver can't notice me while driving. In this oregard, I orequest you to instruct the while driving at every bus stop so that we can come to college on time. Kindly look into the inne.

Thanking you Sir,

your's Sincerely,

V. Rushe

(Potamadha Rani.V) Axt. Prof - Dept of EEE.



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e-mail: principal@raghuenggcollege.com website: www.raghuenggcollege.com

Date: 04-01-2024

ACTION TAKEN REPORT

An Assistant Professor Mrs.V .Pramodha Rani from Dept of EEE has lodged a complaint regarding College bus transportation. Requested to avail bus halt at her regular bus stop. Hence, look into the matter at the earliest to avoid late arrival.

The given written Requisition letter regarding bus transportation has been observed and, action taken through informing Transport in charge to convey the bus driver concerned to notice the faculty in every bus stops. And, collect the faculty if they want to avail. It has been resolved.

Copy to:

1. Principal office

2. Transport Convenor

3. Mrs. V Pramadharani

Signature of the Chairperson



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e-mail: principal@raghuenggcollege.com website: www.raghuenggcollege.com

Date: 14-12-2023

ACTION TAKEN REPORT

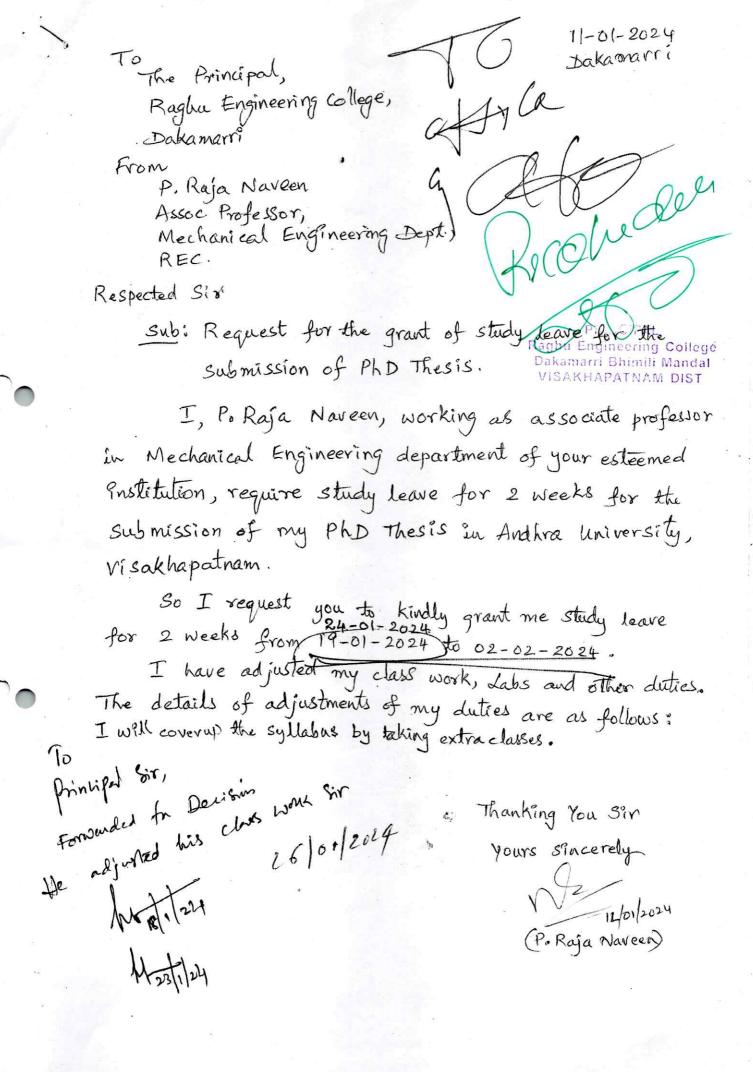
An Assistance Professor Mr.S.Kranthi from Dept of EEE has lodged a complaint regarding Ceiling fan which was not working in his staffroom. Hence, requested to look into the matter at the earliest.

The above written Requisition letter regarding the repair of ceiling fan has been observed and action taken through informing and assigning duty to the person concerned and, it has been resolved.

Copy to:

- 1. Principal office
- 2. Dean (P & D)
- 3. Mr. S Kranthi Kumar

PRINCIPAL





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Dakamarri, Bheemunipatnam Mandal, Visakhapatnam Dist. – 531 162 (A.P.) Ph: +91-8922-248001, 248002 Fax: +91-8922-248011

e-mail: principal@raghuenggcollege.com website: www.raghuenggcollege.com

Date: 12-01-2024

ACTION TAKEN REPORT

This is notified that an action was taken against the request of P. Raja Naveen, Assoc. Professor, ME Department for study leave in order to submit his PhD Thesis (for two weeks from 24.01.2024 to 02.02.2024)

Result: The Leave was sanctioned for two weeks.

Copy to:

- 1. Principal office
- 2. Dean (P & D)
- 3. Mr. P Raja Naveen

To
The Cholimon,
Gravanie Cell,
Rosphi Englneering College,

Visokhopolmans

PRINCIPAL

Raghu Engineering College

Dakamarri Bhimili Mandal

Reserved Fis,

Subt Regarding breakage of Chais.

Solf-Skinning Roo Working as any
Assistant Professol in department of CSE trequest you
to Please arrange a good chair to me as my
to Please arrange a good chair to me as my
old chair was not in a good condition. To he
having less break Pooblem. And also trequest
you to Please traps make receiving arrangements
to replies The Rock of my table at the
lastist.

Transing you Sis,

N'SRIVINDSROV Nother CSE DELT, REC



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e-mail: principal@raghuenggcollege.com website: www.raghuenggcollege.com

Date: 13-02-2024

ACTION TAKEN REPORT

This is notified that an action was taken against the request of N Srinivasarao, Asst. Professor about the replacement old Chair and the repair of table's rack in his room.

Result: It was informed to the concerned and they replaced the chair and repaired the rack.

Copy to:

1. Principal office

2. Dean (P & D)

3. Mr. N Srinivasarao

Raghu Engineering College Dakamarri Bhimili Mandal

VISAKHAPATNAM DIST



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Dakamarri (V), Bheemunipatnam Mandal, Visakhapatnam Dist. – 531 162 (A.P.) Ph: +91 -08922-248001, 248002 Fax: +91 -08922-248011

E-Mail: principal@raghuenggcollege.comWebsite: www.raghuenggcollege.com

Visakhapatnam, 8th December, 2023

Action Taken Report

Mrs. N ADILAKSHMI, Assistant Professor of physics has complained against TALLA SREESHANTH of ECE Regd. No. 23981A04C3 for the violation of examination conduct during the examination held on the 7th December,2023.

The following action has been taken on the Student:

- The Student was called to apologize to the faculty concerned.
- · The student apologized to Mrs. N ADILAKSHMI
- An apology letter was also taken from SREESHANTH, ECE, Regd. No. 23981A04C3

Enclosed:

1. Complaint letter from Mrs. N ADILAKSHMI

2. Apology letter from SREESHANTH

PRINCIPAL

The Dean sir,

Roghu Engineering college.

Dakamarri.

Raghu Engineering College Dakamarri Bhimili Mandal VISAKHAPATNAM DIST

Sub: Rude belowiour of the student in Enamination hall sugges

This 88 N. Adibabehmi, Aest prof in Department of physics en own college. I am corriling this letter to enform youthab, yesterday in the Examination hall, a student was talking contineously with the sirl nont to him. He did not listen to my coarnings many times. For that i crossed the paper and took it the took the paper and threw it away. He shoulted at me instront of everyone in anger and argued with me. So pleane consider my notice take necessary action against him.

student details

Roll no: 2398/A04C3

Branch: ECE

yours fathofully. N. Adialohmi

Forcoonded Mrs. K. Ohour Kumi

70,

Dean, tics, Raghu engineering college, Visakhapatnam.

PRINCIPAL
Ragher Engineering College
Dakamarri Bhimili Mandal
VISAKHAPATNAM DIST

9 Talla sreeshanth, ECE-B, 23981 A0413, on 07-12-23

I done some of the arguments with the facualty recarding the sceneary in the exam hall towards my behaviour, I behaved rudely towards the facualty and I request to jorgine the my behaviour towards the facualty.

Yoursobdienty, Talla Sreeshade